

# **FBLA – Excellence in Action**

## **Middle Level Competitive Events Guidelines**

**2013-2014**  
**State Awards Program**



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Or visit the National FBLA website [www.fbla-pbl.org](http://www.fbla-pbl.org).

# INTRODUCTION TO FBLA

Build your business department and career/technology center enrollments by bringing business and education together through leadership, community service, and team-building opportunities. If you are a creative teacher in a business or a business-related area seeking new ways to bring the curriculum to life, inspire your middle level students to learn, and to make your job more interesting, then FBLA-ML is for you.

## Purpose

The purpose of FBLA-Middle Level Division is to provide, as an integral part of the instructional program, additional opportunities for students to explore, encounter, and experience positive leadership skills for their present lifestyles, as well as their future work.

## Goals

**The specific goals of FBLA-Middle Level Division are to:**

- Develop competent, aggressive business leadership.
- Strengthen the confidence of students in themselves and their work.
- Create more interest in and understanding of entrepreneurial careers and American business enterprise.
- Encourage members in the development of individual projects that contribute to the improvement of home, business, and community.
- Develop character, prepare for useful citizenship, and foster patriotism.
- Encourage and practice efficient money management.
- Encourage scholarship and promote school loyalty.
- Assist students in the establishment of occupational goals.
- Facilitate the transition from school to work.

## Membership Benefits

Thousands of students across the nation are joining FBLA-Middle Level! FBLA-Middle Level teaches middle level students skills that are needed in everyday life. Students also have the opportunity to be recognized at the local, state, and national levels. FBLA-Middle Level prepares students for "real-world" professional experiences.

## **FBLA Creed**

I believe education is the right of every person.

I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.

I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

I believe every person should actively work toward improving social, political, community and family life.

I believe every person has the right to earn a living at a useful occupation.

I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.

I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

## **FBLA REGIONS**



**Wisconsin Clarification:**

Students participating in FBLA sponsored events, including leadership conferences and competitive events, may be removed/disqualified if the participant is not completely dry from a recent shower or water



# NATIONAL DRESS CODE

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for all attendees—advisers, members, and guests—at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

## Professional attire acceptable for official FBLA-PBL activities include:

### FEMALES

Business suit with blouse

Business pantsuit  
with blouse

Skirt or dress slacks with  
blouse or sweater

Business dress

Capris or gauchos with  
coordinating jacket/suit,  
worn below the knee

Dress shoes



### MALES

Business suit with collar  
dress shirt and necktie

Sport coat, dress slacks,  
collar shirt, and necktie

Dress slacks, collar shirt,  
and necktie

Banded collar shirt may be  
worn only if sport coat or  
business suit is worn

Dress shoes and socks

## INAPPROPRIATE ATTIRE (FOR BOTH MEN AND WOMEN)

Jewelry in visible body piercing, other than ears; denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts; backless, see-through, tight-fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses/skirts; T-shirts, Lycra™, spandex, midriff tops, tank tops, bathing suits; sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-kneeboots; athletic wear, including sneakers; hats or flannel fabric clothing; bolo ties; visible foundation garments.



*CLARIFICATION—Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes, open-toe shoes, and sleeveless dresses are accepted.*

## Chaperone Policy

Due to the necessity of appropriate supervision for the safety of our students (based on new DPI volunteer policies), coupled with the sheer size of the Wisconsin FBLA conference, the number of competitive events, tough economic times for business and industry, and availability of other types of volunteers, the following policy is being implemented.

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Each FBLA Chapter attending a Regional or State Leadership Conference will be **REQUIRED** to have a 15:1 ratio of students to advisers/chaperones with a **minimum of 2 chaperones** (e.g. 30 students:2 chaperones; 31 students:3 chaperones). *This ratio is based on the registered members on the final day of registration for either the Regional or State Leadership Conference.*

All FBLA Advisers will be assigned to administer at least one competitive event/performance, workshop, or tour. In addition, your chaperone(s) will be assigned to at least one competitive event/performance, workshop, or tour. The chaperones will be assigned duties such as timer, tour chaperone, workshop facilitator, or room monitor. Every effort will be made to not allow overlapping event assignments for advisers and chaperones.

Names of advisers and chaperones will need to be submitted during the RLC/SLC Registration process.



## Wisconsin FBLA Entry Submission All Levels – RLC/SLC/NLC

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For any set of documents, entry submissions (including Middle Level), etc. (i.e. Website Development, Computer Applications, Local Chapter Annual Business Report) this submission policy is in effect. Failure to submit materials in this format will result in a five (5)-point deduction from the overall score.

All prejudged and skill event documents and materials **MUST** be placed into a large (9x12 or the like) catalog or clasp envelope. Each entry must be submitted in its own envelope. All chapter submissions should be mailed together in a larger envelope or box to the RLC host or state office to be received prior to or on the receipt deadline date. Please refer to the Competitive Event Guidelines for requirements for each event. For example, a submission for Digital Video Production would include CDs and a Statement of Assurances. Or for Word Processing, a completed submission would include Administrator's Release Form, copy of the test packet, Format Guide, completed documents for the test, as well as folded or crossed out copies of unused printouts.

Mail to: Wisconsin FBLA State Office  
Attention: David Thomas  
125 South Webster Street  
Madison, WI 53703

Each envelope **MUST** be labeled with the following information:

- Event
- Participant(s) name
- School
- Software Used

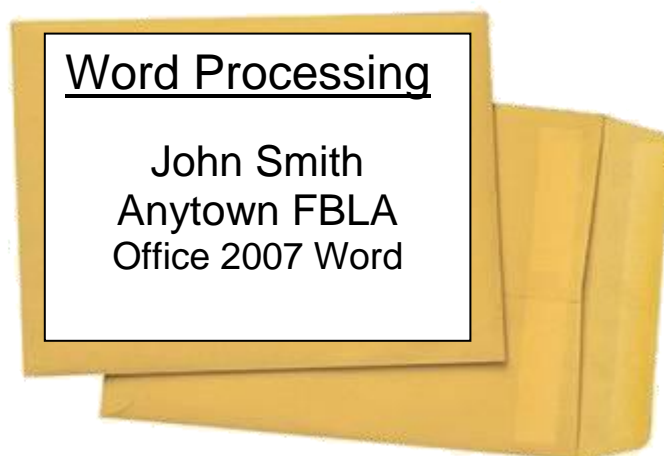
The label can take either of the following formats:

**Event Label**



**Full Document**

OR



## **ML Competitive Events Participation**

In order to encourage the participation of our valuable  
Middle Level FBLA Members

Each member will be eligible to compete  
in the following:

One (1) Written Test

(Business Concepts, Career Exploration, Financial Fitness, Internet Safety,  
Introduction to Computers, Intro to Business Math,  
Intro to FBLA Principles and Procedures, or Proofreading and Editing)

**AND**

One (1) Performance

(Computer Slide Show Presentation, FBLA Creed Speaking,  
Intro to Public Speaking, Issues In Society,  
or Web Site Creation)

**OR**

One (1) Skill Test

(Desktop Publishing, Keyboarding I, Keyboarding II,  
Power Point/Slideshow Creation, or Spreadsheet)

Please Check Wisconsin ML Competitive Events Guidelines  
for eligibility and limits.

Chapter Events are NOT included in this limit.  
The entire chapter membership contributes to a chapter entry.

## 2013-14 ML Competitive Event Breakdown

Event	Participant(s)	Limit	Event Type	Submission**	At RLC or SLC
American Enterprise Project	Chapter	1 Report	Chapter	Report/Project	N/A
Business Concepts	Individual	5 Participants	Written		Complete Objective Test
Career Exploration	Individual	5 Participants	Written		Complete Objective Test
Community Service Project	Chapter	1 Report	Chapter	Report/Project	N/A
Computer Slide Show Presentation	Individual or Team of 2 or 3	1 Slide Show	Performance		Presentation to judges/Bring Equipment
Desktop Publishing	Team of 2	3 Teams	Skill/Written	Skill Test Completed at home school*	Complete Objective/Written Test On-site
FBLA Creed Speaking	Team of 2 or 3	1 Team	Performance		Three minute memorized recitation of the FBLA Creed w/questions
Financial Fitness	Individual	5 Participants	Written		Complete Objective Test
Internet Safety	Individual	5 Participants	Written		Complete Objective Test
Introduction to Computers	Individual	5 Participants	Written		Complete Objective Test
Introduction to Business Math	Individual	5 Participants	Written		Complete Objective Test
Introduction to FBLA Principles & Procedures	Individual	5 Participants	Written		Complete Objective Test
Introduction to Public Speaking	Individual	2 Participants	Performance		Up to 3:30 minute speech
Issues in Society	Team of 2 or 3	2 Teams	Performance		Performance w/Judge Q&A
Keyboarding I	Individual	3 Participants	Skill/Written	Skill Test Completed at home school*	Complete Objective/Written Test On-site
Keyboarding II	Individual	3 Participants	Skill/Written	Skill Test Completed at home school*	Complete Objective/Written Test On-site
Local Chapter Activities Report	Chapter	1 Report	Chapter	Report/Project	N/A
Power Point/Slideshow Creation	Individual	3 Participants	Skill/Written	Skill Test Completed at home school*	Complete Objective/Written Test On-site
Proofreading & Editing	Individual	5 Participants	Written		Complete Objective Test
Spreadsheet	Individual	3 Participants	Skill/Written	Skill Test Completed at home school*	Complete Objective/Written Test On-site
Web Site Creation	Individual or Team of 2 or 3	1 Web Site	Performance		Presentation to judges/Bring Equipment

RLC Testing Window is January 3-15.  
 SLC Testing Window is February 13-26.

Fees Submission Deadlines:  
 RLC: January 17 to RLC Host  
 SLC: March 1 to State Office

# American Enterprise Project

## Chapter Event

### DESCRIPTION

*This event recognizes FBLA-Middle Level chapters that successfully implement an education program to promote free enterprise.*

Reports must promote an awareness of some part of the American (free) enterprise system with the school and/or community and answer the Report Format questions. The project is intended to help members learn more about the free enterprise system and is designed for chapter participation.

### ELIGIBILITY

- Each chapter may submit one report from its active local Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- A Middle Level chapter **WILL NOT** be permitted to submit an entry in the High School level competition.
- Reports must be received by the State Office by **March 5**.

### REPORT CONTENTS

- Projects must be keyed in the order of the questions listed in the Project Format section and be no more than five pages including the coversheet and attachments.
- Pages must be on standard 8 ½ x 11" paper.
- Pages may not be laminated or bound in sheet protectors.
- Projects may be single- or double-spaced.
- Each side of the paper providing information is counted as a page.
- Copies should be sent rather than important original documents
- Scrapbooks and loose or bulky exhibits are not acceptable.
- Projects should be stapled in the upper left-hand corner with the cover sheet.
- The project must describe an activity on American Enterprise/Free Enterprise that was conducted during the current school year.
- The cover must include the chapter number, school, adviser, and address.
- The project should be the work of an individual or multiple Middle Level FBLA members and not the adviser.

### PROJECT FORMAT

The project report will consist of questions and answers. Key the following questions followed with your comments and description. See cover sheet p. 41 of guidelines.

- Describe the chapter's American Enterprise Project.
- State the purpose and/or goals of the project. The purpose and/or goals should be keyed as numbers or bullets.
- Describe how the chapter chose this particular project as an American Enterprise activity.
- Describe the steps the chapter members used to plan and develop the project.
- Describe how the chapter completed the project.
- Describe why this project is unique.
- Explain the benefits and impact your project had on the school or community.
- Explain and give evidence of how the project was publicized by attaching at least one article, flyer, etc.
- Pictures may be incorporated into the report.

### ADMINISTRATION OF EVENTS

RLC	SLC
There is no regional counterpart.	Due to State Office by <b>March 5</b> .
	Top TWO finishers will be recognized at the national level.

### JUDGING

- All judges' decisions are final.



# American Enterprise Project

## Rating Sheet

### FBLA – Middle Level

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Description of project	0	1 – 7	8 – 14	15 – 20	
Statement of project goals	0	1 – 3	4 – 7	8 – 10	
Description of project choice	0	1 – 3	4 – 7	8 – 10	
Description of project planning and development	0	1 – 3	4 – 7	8 – 10	
Description of implementation	0	1 – 3	4 – 7	8 – 10	
Uniqueness of project	0	1 – 2	3 – 4	5	
Service to the community	0	1 – 2	3 – 4	5	
Evidence of publicity	0	1 – 2	3 – 4	5	
<b>Format</b>					
Followed project criteria	0	1 – 3	4 – 7	8 – 10	
Correct grammar, punctuation, spelling, and acceptable business style (deduct 1 point for each error)	0	1 – 5	6 – 10	11 – 15	
<b>Penalty Points</b> Deduct points for failure to fully follow the guidelines.					- _____
Five (5) points for failure to follow Submission Guidelines.					
Other _____					
<b>Total Points</b>					<b>/100 max.</b>

School:

State:

Judge's Signature:

Date:

Judge's Comments:

## Business Concepts

### Individual Event

### Written Event

#### DESCRIPTION

*This event recognizes those FBLA-Middle Level students who are knowledgeable in the basics of business, economics, and leadership.*

The 45-minute objective test may include questions on business types, basic economics, employability skills, leadership concepts, and the free enterprise system.

#### ELIGIBILITY

- **Each local chapter may enter up to five (5) members.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL national center as having paid dues by November 15 of the current school year.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in the Wisconsin Competitive Events Guidelines for each event.
- Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first or second in this event at a previous SLC or received national level recognition.
- **No National Level Equivalent.**

#### ADMINISTRATION OF EVENTS

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Number 2 pencils are required for this event.	Number 2 pencils are required for this event.
This is not a qualifying round. All participants are eligible for SLC competition.	

#### JUDGING

- All judges' decisions are final.

## Career Exploration

### Individual Event

### Written Event

#### DESCRIPTION

*Career Exploration recognizes those FBLA-Middle Level students who are working toward improving their knowledge of career opportunities.*

The 45-minute objective test may include questions on skills, career plans, career goals, job searches, job applications, cover letters, resumes, interviews, *Occupational Outlook Handbook*, and basic career education.

#### ELIGIBILITY

- **Each local chapter may enter up to five (5) members.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in the Wisconsin Competitive Events Guidelines for each event.
- Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first or second in this event at a previous SLC or received national level recognition.

#### ADMINISTRATION OF EVENTS

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Number 2 pencils are required for this event.	Number 2 pencils are required for this event.
This is not a qualifying round. All participants are eligible for SLC competition.	Top TWO finishers will be recognized at the national level.

#### JUDGING

- All judges' decisions are final.

## Community Service Project Chapter Event

### DESCRIPTION

*This event recognizes FBLA-Middle Level chapters that successfully implement a community service project to serve the citizens of the community.*

Reports must describe a chapter project that serves the community and conforms to the guidelines and format stated. The activity must be in the interest of the local community, focus on one primary project, and be designed for chapter participation.

### ELIGIBILITY

- Each chapter may submit one report from its active local Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- A Middle Level chapter **WILL NOT** be permitted to submit an entry in the High School level competition.
- Reports must be received by the State Office by **March 5**.

### REPORT CONTENTS

- Projects must be keyed in the order of the questions listed below in the Project Format section and be no more than five pages including the cover sheet and attachments.
- Pages must be on standard 8 ½ x 11" paper.
- Pages may not be laminated or bound in sheet protectors.
- Projects may be single- or double-spaced.
- Each side of the paper providing information is counted as a page.
- Copies should be sent rather than important original documents.
- Scrapbooks and loose or bulky exhibits are not acceptable.
- Projects should be stapled in the upper left-hand corner with the cover sheet.
- The cover must include the chapter number, school, adviser, and address.
- The project should be the work of an individual or multiple Middle Level FBLA members and not the adviser.

### PROJECT FORMAT

The project report will consist of questions and answers. Key the following questions followed with your comments and description. See cover sheet p. 41 of guidelines.

- Describe the chapter's Community Service Project.
- State the purpose and/or goals of the project. The purpose and/or goals should be keyed as number or bullets.
- Describe how the chapter chose this particular project as a community service activity.
- Describe the steps the chapter members used to plan and develop the project.
- Describe how the chapter completed the project.
- Describe why this project is unique.
- Explain the benefits and impact your project had on the community and its citizens.
- Explain and give evidence of how the project was publicized by attaching at least one article, flyer, etc.
- You may incorporate pictures into the report.

### ADMINISTRATION OF EVENTS

RLC	SLC
There is no regional counterpart.	Due to State Office by <b>March 5</b> .
	Top TWO finishers will be recognized at the national level.

### JUDGING

- All judges' decisions are final.





# Community Service Project

## Rating Sheet

### FBLA – Middle Level

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Description of project	0	1 – 7	8 – 14	15 – 20	
Statement of project goals	0	1 – 3	4 – 7	8 – 10	
Description of project choice	0	1 – 3	4 – 7	8 – 10	
Description of project planning and development	0	1 – 3	4 – 7	8 – 10	
Description of implementation	0	1 – 3	4 – 7	8 – 10	
Uniqueness of project	0	1 – 2	3 – 4	5	
Service to the community	0	1 – 2	3 – 4	5	
Evidence of publicity	0	1 – 2	3 – 4	5	
<b>Format</b>					
Followed project criteria	0	1 – 3	4 – 7	8 – 10	
Correct grammar, punctuation, spelling, and acceptable business style (deduct 1 point for each error)	0	1 – 5	6 – 10	11 – 15	
<b>Penalty Points</b> Deduct points for failure to fully follow the guidelines.					- _____
Five (5) points for failure to follow Submission Guidelines.					
Other _____					
<b>Total Points</b>					<b>/100 max.</b>

School:

State:

Judge's Signature:

Date:

Judge's Comments:

## Computer Slide Show Presentation

### Individual or Team (of 2 or 3) Event

### Performance Event

#### DESCRIPTION

*This event provides recognition for FBLA-Middle Level members who demonstrate an ability to use presentation software to prepare and deliver a message.*

*WI Clarification: Entries will NOT be prejudged. All submissions will PRESENT their slide show for a panel of judges.*

***Your community is unfamiliar with Middle Level FBLA at your school. Create a slide show explaining and showing your activities for the year; and, if needed, from last year. You will be presenting to a group of your town officials such as the Chamber of Commerce, Lions Club, etc.***

#### ELIGIBILITY

- Each chapter may submit one slide show from its active local Middle Level chapter.
- Entries may be created by an individual member or by a team, of either two or three.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- A Middle Level chapter **WILL NOT** be permitted to submit an entry in the High School level competition.
- Participants must not have placed first or second in this event at a previous SLC or received national level recognition.

#### PROCEDURES

- The slide show must address the topic in the Description section. Entries will be judged according to the rating sheet.
- Presentations should be at least one (1) minute and no more than three (3) minutes in length.
- The computer slide show should be used as part of the overall topic presentation.

#### ADMINISTRATION OF EVENTS

RLC	SLC
Order of performance is random. Schedules will be posted at RLC, not before.	Order of performance is random. Schedules will be posted at SLC, not before.
All teams perform—no preliminary round.	All teams perform—no preliminary round.
Five (5) minutes will be allowed for the setup of equipment. Chapters must provide their own audio/visual equipment—except screens. The individual or team members must perform all aspects of the presentation including setup. Other representatives may not assist. (presentation via laptop only is acceptable)	Five (5) minutes will be allowed for the setup of equipment. Chapters must provide their own audio/visual equipment—except screens. The individual or team members must perform all aspects of the presentation including setup. Other representatives may not assist.
Note cards are allowed to be used during the presentation.	Note cards are allowed to be used during the presentation.
Presentations may not exceed 3 minutes.	Presentations may not exceed 3 minutes.
Judges will ask questions after the presentation for up to 2 minutes.	Judges will ask questions after the presentation for up to 2 minutes.
Event is not open to conference attendees at RLC.	Event is not open to conference attendees at SLC.
This is not a qualifying round. All participants are eligible for SLC competition.	Top TWO finishers will be recognized at the national level.

#### JUDGING

- All judges' decisions are final.



# Computer Slide Show Presentation Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Presentation content clearly relates to assigned topic	0	1 – 3	4 – 7	8 – 10	
Copyright laws have been followed and are cited	0	1	2 – 3	4 – 5	
Logical Sequence of Ideas	0	1	2 – 3	4 – 5	
Elements included in presentation are suitable and appropriate	0	1 – 3	4 – 7	8 – 10	
Responses to Judges' Q&A	0	1 – 3	4 – 7	8 – 10	
<b>Presentation</b>					
Presentation includes identifiable opening, body, and conclusion	0	1 – 3	4 – 7	8 – 10	
Audio and visual elements are coordinated and complementary	0	1 – 3	4 – 7	8 – 10	
Transitions are effective and appealing	0	1 – 3	4 – 7	8 – 10	
Graphics enhance overall quality of presentation	0	1 – 3	4 – 7	8 – 10	
Appropriate Gestures and Eye Contact	0	1 – 3	4 – 7	8 – 10	
Self-Confidence, Initiative, and Assertiveness	0	1 – 3	4 – 7	8 – 10	
<b>Total Points</b>					<b>/100 max.</b>
<b>Penalty Points</b> Deduct points for failure to fully follow the guidelines. _____ Deduct five (5) points if presentation is under 1 minute or over 3 minutes. Time: Deduct five (5) points if presentation setup takes longer than five minutes. Time: One 1 point each for a typographical, spelling, punctuation, or grammar error.					
<b>Final Score</b>					<b>/100 max.</b>

Name(s):

School:

State:

Judge's Signature: \_\_\_\_\_ Date:

Judge's Comments:

# Desktop Publishing

Team Event

Skill Event

## DESCRIPTION

*This event provides recognition for FBLA-Middle Level members who can demonstrate skills in the areas of desktop publishing and creativity.*

Participants should be prepared to create, design, and produce usable copy on a computer using desktop publishing software. Students should be prepared to create documents such as a flyer, brochure, and invitation that include graphics, text, layout creativity, and appropriate fonts and type sizes.

## ELIGIBILITY

- **Each chapter may submit three (3) teams from its active local Middle Level chapter.** A team shall consist of two members.
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first or second in this event at a previous SLC or received national level recognition.

## GUIDELINES

- Students will be given 45 minutes to complete this skill test.
- Additional time will be allowed for general directions, equipment set up, and warm-up.
- Problems are weighted according to difficulty and may be completed in any order.
- Students may use only one computer for the event.
- Participants may bring clip art or use the Internet to access graphics.
- Participants may use the FBLA Format Guide on the skill test only.
- The finished product will be submitted in black and white or color on plain paper.
- Word-division manuals and dictionaries may be used as reference materials.
- The written, objective test will be a timed (30-minute) exam with 50 questions.
- Objectives for the written test may include
  - Basic desktop publishing terminology and concepts
  - Related desktop application knowledge
  - Digital imaging and graphics
  - Desktop layout rules and standards
  - Safety, ethics, and legal issues related to publishing
  - Message presentation, accuracy and proofreading.

**DESKTOP PUBLISHING – CONTINUED**

**ADMINISTRATION OF EVENTS**

<b>RLC</b>	<b>SLC</b>
Production test administered at home school. An onsite testing administrator* will need to be submitted with the chapter's registration.	Production test administered at home school.
Regional Testing Window: January 3-15.	State Testing Window: February 13-26
Completed production test materials must be submitted to RLC Host School and arrive by January 18.	Completed production test materials must be submitted to the State Office and arrive by March 5
Written objective test taken on-site at RLC; team members will take the test collaboratively.	Written objective test taken on-site at SLC.
This is not a qualifying round. All participants are eligible for SLC competition.	Top TWO finishers will be recognized at the national level.

**JUDGING**

- All judges' decisions are final.

\*Testing administrators CANNOT be the FBLA Adviser or any other Business & Information Technology educator. The designated testing administrator can be a superintendent, principal, asst./assoc. Principal, pupil services administrator, school counselor, library media specialist, or similar person within your district.



# Desktop Publishing Application Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Overall Appeal</b>					
Presentation immediately grabs audience	0	1 – 3	4 – 7	8 – 10	
Content effectively covers topic with all the vital information – who, what, when, where, why, and how	0	1 – 3	4 – 7	8 – 10	
Presentation appeals to intended audience	0	1 – 3	4 – 7	8 – 10	
<b>Layout</b>					
Layout is creative and original	0	1 – 3	4 – 7	8 – 10	
Text and graphics are well-balanced with no overlapping items that reduce readability	0	1 – 3	4 – 7	8 – 10	
Graphics are appropriate to subject and are effectively utilized	0	1 – 3	4 – 7	8 – 10	
Font selection (type, size, style, kerning, leading, number of typefaces) is appropriate and appealing	0	1 – 3	4 – 7	8 – 10	
<b>Technical</b>					
Effective application of a special effect(s) may include but are not limited to drop caps, shadowing, reverse type, screens, and mirror images	0	1 – 3	4 – 7	8 – 10	
Effective text treatment (i.e., paragraph indents, bullets, numbering, hanging indents, alignment, text wrapping.)	0	1 – 3	4 – 7	8 – 10	
Proper use of grammar, spelling, punctuation, etc.	0	1 – 3	4 – 7	8 – 10	
<b>Penalty Points</b> Deduct points for failure to fully follow the guidelines. _____ Five (5) points for Dress Code Violation. Failure to follow submission guidelines. Other _____					
<b>Total Points</b>					<b>/100 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

## FBLA Creed Speaking Team Event Performance Event

### DESCRIPTION

*This event provides recognition for FBLA-Middle Level members who can demonstrate presentation, enunciation, and understanding of the FBLA Creed.*

Each team will have three minutes to present, based on memory, the FBLA Creed. Judges will have up to one minute to ask questions after the presentation.

### ELIGIBILITY

- **Each chapter may submit enter one team of either two or three from their local Middle Level chapter.**
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- A Middle Level chapter **WILL NOT** be permitted to submit an entry in the High School level competition.
- Participants must not have placed first or second in this event at a previous SLC.

### GUIDELINES

- Each team member must speak equally in the presentation.
- Note cards are NOT permitted; the presentation must be memorized.
- The presentation must not exceed 3 minutes; points will be deducted if the presentation goes over the allotted time.
- **No National Level Equivalent.**

### ADMINISTRATION OF EVENTS

RLC	SLC
Order of performance is random. Schedules will be posted at RLC, not before.	Order of performance is random. Schedules will be posted at SLC, not before.
All teams perform—no preliminary round.	All teams perform—no preliminary round.
Note cards are NOT allowed to be used during the presentation.	Note cards are NOT allowed to be used during the presentation.
Presentations may not exceed 3 minutes.	Presentations may not exceed 3 minutes.
Judges will ask questions after the presentation for up to 2 minutes.	Judges will ask questions after the presentation for up to 2 minutes.
Event is not open to conference attendees at RLC.	Event is not open to conference attendees at SLC.
This is not a qualifying round. All participants are eligible for SLC competition.	

### JUDGING

- The rating sheet(s) for the judge's use are attached.
- All decisions of the judges are final.



## FBLA Creed Speaking Performance Rating Sheet

	Not Demonstrated	Does not meet expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Accurate delivery of the Creed	0	1-6	7-13	14-20	
Equal participation of team members	0	1-6	7-13	14-20	
<b>Knowledge of Topic</b>					
Understanding concepts of Creed	0	1-5	6-10	11-15	
Demonstration of ability to effectively answer questions	0	1-5	6-10	11-15	
<b>Delivery</b>					
Voice quality and diction	0	1-3	4-7	8-10	
Appropriate gestures and eye contact	0	1-3	4-7	8-10	
Self-confidence, initiative, and assertiveness	0	1-3	4-7	8-10	
<b>Subtotal</b>				<b>100 MAX</b>	
<b>Time Penalty:</b> Deduct five (5) points for memorized recitation exceeding 3 minutes					
<b>Dress Code Penalty:</b> Deduct five (5) points for dress code					
<b>Final Score</b>				<b>100 MAX</b>	

Name(s): \_\_\_\_\_

School: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



## Financial Fitness

### Individual Event

### Written Event

#### DESCRIPTION

*Planning for your financial future is as important as your education. This event recognizes FBLA-Middle Level members who know the basics of financial fitness.*

The 45-minute objective test may include questions on types of payments, credit, investments, budgeting, financial goal setting, and risk.

#### ELIGIBILITY

- **Each local chapter may enter up to five (5) members.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in the Wisconsin Competitive Events Guidelines for each event.
- Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first or second in this event at a previous SLC or received national level recognition.
- **No National Level Equivalent.**

#### ADMINISTRATION OF EVENTS

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Number 2 pencils are required for this event.	Number 2 pencils are required for this event.
This is not a qualifying round. All participants are eligible for SLC competition.	

#### JUDGING

- All judges' decisions are final.

## Internet Safety Individual Event Written Event

### DESCRIPTION

*This event recognizes those FBLA-Middle Level students who are aware of the rules of the internet superhighway and safe uses of the internet and digital media.*

The 45-minute objective test may include questions on internet and email etiquette, as well as, ways to be safe while using the internet and other digital/social networking media.

### ELIGIBILITY

- **Each local chapter may enter up to five (5) members.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in the Wisconsin Competitive Events Guidelines for each event.
- Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first or second in this event at a previous SLC or received national level recognition.
- **No National Level Equivalent.**

### ADMINISTRATION OF EVENTS

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Number 2 pencils are required for this event.	Number 2 pencils are required for this event.
This is not a qualifying round. All participants are eligible for SLC competition.	

### JUDGING

- All judges' decisions are final.

## Introduction to Business Math

### Individual Event

### Written Event

#### DESCRIPTION

*Acquiring the ability to solve common business mathematical problems is a basic skill needed by all prospective business employees. This event provides recognition for FBLA members who demonstrate an understanding of basic math functions needed in business.*

A 45-minute objective test may include questions on the following topics: basic math concepts, decimals, fractions, percentages, discounts, and consumer credit.

#### ELIGIBILITY

- **Each local chapter may enter up to five (5) members.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in the Wisconsin Competitive Events Guidelines for each event.
- Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first or second in this event at a previous SLC.
- **No National Level Equivalent.**

#### ADMINISTRATION OF EVENTS

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Number 2 pencils are required for this event.	Number 2 pencils are required for this event.
Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.	Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.
This is not a qualifying round. All participants are eligible for SLC competition.	

#### JUDGING

- All judges' decisions are final.

## Introduction to Computers

### Individual Event

### Written Event

#### DESCRIPTION

*This event recognizes those FBLA-Middle Level students who are can apply digital knowledge and real-life applications.*

The 45-minute objective test may include questions on hardware, software, key applications (word processing, spreadsheet, and presentation software), operating systems, e-mail, internet and network applications.

#### ELIGIBILITY

- **Each local chapter may enter up to five (5) members.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in the Wisconsin Competitive Events Guidelines for each event.
- Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first or second in this event at a previous SLC or received national level recognition.
- **No National Level Equivalent.**

#### ADMINISTRATION OF EVENTS

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Number 2 pencils are required for this event.	Number 2 pencils are required for this event.
This is not a qualifying round. All participants are eligible for SLC competition.	

#### JUDGING

- All judges' decisions are final.

## Introduction to FBLA Principles & Procedures

### Individual Event

### Written Event

#### DESCRIPTION

*Members in FBLA should be knowledgeable about the association and the information found in the official publications. This event provides recognition for FBLA members who are interested in learning about the background and current information of FBLA.*

The 45-minute objective test may include questions based on these competencies: general information about the FBLA-PBL organization, other facts found in the FBLA Chapter Management Handbook, official FBLA-PBL publications (Tomorrow's Business Leader, FBLA Advisers' Hotline, and any other official publication), FBLA-PBL goals, FBLA-PBL creed, FBLA bylaws.

#### ELIGIBILITY

- **Each local chapter may enter up to five (5) members.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in the Wisconsin Competitive Events Guidelines for each event.
- Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first or second in this event at a previous SLC.
- **No National Level Equivalent.**

#### ADMINISTRATION OF EVENTS

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Number 2 pencils are required for this event.	Number 2 pencils are required for this event.
This is not a qualifying round. All participants are eligible for SLC competition.	

#### JUDGING

- All judges' decisions are final.

## Introduction to Public Speaking Individual Event Performance Event

### DESCRIPTION

*This event recognizes FBLA members who are beginning to develop qualities of business leadership by developing effective speaking skills.*

### GUIDELINES

- The speech must be of a business nature and include at least one (1) of the nine (9) FBLA goals (see page 1).
- Speeches should be no more than 3 minutes in length; note penalty points on rating sheet.
- Note cards are allowed to be used during this event.

### ELIGIBILITY

- **Each chapter may submit two (2) individuals from its active local Middle Level chapter.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first or second in this event at a previous SLC.
- **No National Level Equivalent.**

### ADMINISTRATION OF EVENTS

RLC	SLC
Order of performance is random. Schedules will be posted at RLC, not before.	Order of performance is random. Schedules will be posted at SLC, not before.
All teams perform—no preliminary round.	All teams perform—no preliminary round.
Note cards are allowed to be used during the presentation.	Note cards are allowed to be used during the presentation.
Presentations may not exceed 3 minutes.	Presentations may not exceed 3 minutes.
Judges will ask questions after the presentation for up to 1 minute.	Judges will ask questions after the presentation for up to 1 minute.
Event is not open to conference attendees at RLC.	Event is not open to conference attendees at SLC.
This is not a qualifying round. All participants are eligible for SLC competition.	

### JUDGING

- The rating sheet(s) for the judge's use are attached.
- All decisions of the judges are final.



## Introduction to Public Speaking Performance Rating Sheet

EVALUATION ITEM	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Relation to FBLA-PBL Goals	0	1-3	4-7	8-10	
Purpose Clearly Stated	0	1-3	4-7	8-10	
Suitability and Accuracy of Statements	0	1-3	4-7	8-10	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
<b>Organization</b>					
Topic Adequately Developed	0	1-3	4-7	8-10	
Logical Sequence of Ideas	0	1	2-3	4-5	
Accomplishment of Purpose	0	1	2-3	4-5	
Delivery	0	1	2-3	4-5	
Voice Quality and Diction	0	1	2-3	4-5	
Appropriate Gestures and Eye Contact	0	1-3	4-7	8-10	
Self Confidence, Initiative, and Assertiveness	0	1-3	4-7	8-10	
Extent to which speech was sincere, interesting, clear, creative, convincing, and concise	0	1-3	4-7	8-10	
<b>Subtotal</b>	<b>100/MAX</b>				
<b>Time Penalty</b> Deduct five (5) points for presentation under 2:31 or over 3:29 minutes.					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Final Score</b>	<b>100/MAX</b>				

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judges Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judges Comments:

## Issues in Society Team Event Performance Event

### DESCRIPTION

*This event recognizes FBLA members who are beginning to develop qualities of business leadership by developing effective speaking skills.*

### ***The topic to be researched and presented upon:***

*You have been asked to be the student representative on the Technology Committee at your school. You are to help the committee come up with a "Code of Conduct" for your school relative to Students' use of mobile devices (phone, pads, notebooks, etc.). This would include in the classroom and during free time. What would your plan look like? How would it be enforced?*

### ELIGIBILITY

- **Each chapter may submit/enter two (2) teams, of either two or three members, from their local Middle Level chapter.**
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first or second in this event at a previous SLC.
- **No National Level Equivalent.**

### GUIDELINES

- The speech must address the topic provided.
- Speeches should be no more than 3 minutes and 30 seconds in length; note penalty points on rating sheet.
- Note cards are allowed to be used during this event.

### ADMINISTRATION OF EVENTS

RLC	SLC
Order of performance is random. Schedules will be posted at RLC, not before.	Order of performance is random. Schedules will be posted at SLC, not before.
All teams perform—no preliminary round.	All teams perform—no preliminary round.
Note cards are allowed to be used during the presentation.	Note cards are allowed to be used during the presentation.
Presentations may not exceed 3 minutes.	Presentations may not exceed 3 minutes.
Judges will ask questions after the presentation for up to 2 minutes.	Judges will ask questions after the presentation for up to 2 minutes.
Event is not open to conference attendees at RLC.	Event is not open to conference attendees at SLC.
This is not a qualifying round. All participants are eligible for SLC competition.	

### JUDGING

- The rating sheet(s) for the judge's use are attached.
- All decisions of the judges are final.





## Issues in Society Performance Rating Sheet

EVALUATION ITEM	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Relation to Topic	0	1-3	4-7	8-10	
Purpose Clearly Stated	0	1-3	4-7	8-10	
Suitability and Accuracy of Statements	0	1-3	4-7	8-10	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
<b>Organization</b>					
Topic Adequately Developed	0	1-3	4-7	8-10	
Logical Sequence of Ideas	0	1	2-3	4-5	
Accomplishment of Purpose	0	1	2-3	4-5	
Delivery	0	1	2-3	4-5	
Voice Quality and Diction	0	1	2-3	4-5	
Appropriate Gestures and Eye Contact	0	1-3	4-7	8-10	
Self Confidence, Initiative, and Assertiveness	0	1-3	4-7	8-10	
Extent to which speech was sincere, interesting, clear, creative, convincing, and concise	0	1-3	4-7	8-10	
<b>Subtotal</b>				<b>100/MAX</b>	
<b>Time Penalty</b> Deduct five (5) points for presentation under 2:31 or over 3:29 minutes.					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Final Score</b>				<b>100/MAX</b>	

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judges Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judges Comments:

## Keyboarding Applications I

### Individual Event

### Skill Event

#### DESCRIPTION

*Knowledge of keyboarding applications is a necessity in today's high-tech business world. This event is designed to recognize FBLA-Middle Level members who can demonstrate basic keyboarding applications skills.*

Participants should be able to produce a personal letter, a one-page report, and a one- or two-column table/centering problem. Results will be based on accuracy of printed copy and Standards of Mailability (see page 83).

#### ELIGIBILITY

- **Each chapter may submit three (3) individuals from its active local Middle Level chapter.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- However, Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC or received national level recognition.

#### GUIDELINES

- Results will be based on mailable copy based on the Standards of Mailability.
- Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
- Word-division manuals and dictionaries may be used as reference materials.
- Participants may use the FBLA Format Guide on the skill test only.
- Participants must recognize the necessity for accurate proofreading.
- The written, objective test will be a timed (30-minute) exam with 50 questions.
- Objectives for the written test may include
  - Document formatting rules and standards
  - Grammar, punctuation, spelling, and proofreading
  - Basic word processing/keyboarding terms and concepts

#### ADMINISTRATION OF EVENTS

RLC	SLC
Production test administered at home school. An onsite testing administrator* will need to be submitted with the chapter's registration.	Production test administered at home school.
Regional Testing Window: January 3-15.	State Testing Window: February 13-26
Completed production test materials must be submitted to RLC Host School and arrive by January 18.	Completed production test materials must be submitted to the State Office and arrive by March 5
Written objective test taken on-site at RLC.	Written objective test taken on-site at SLC.
This is not a qualifying round. All participants are eligible for SLC competition.	Top TWO finishers will be recognized at the national level.

#### JUDGING

- All judges' decisions are final.

\*Testing administrators CANNOT be the FBLA Adviser or any other Business & Information Technology educator. The designated testing administrator can be a superintendent, principal, asst./assoc. Principal, pupil services administrator, school counselor, library media specialist, or similar person within your district.

## Keyboarding Applications II

### Individual Event

### Skill Event

#### DESCRIPTION

*Knowledge of keyboarding applications is a necessity in today's high-tech business world. This event is designed to recognize FBLA-Middle Level members who can demonstrate advanced keyboarding applications skills.*

Participants should be able to produce a business letter; a one-page report with a title page, reference page, and citations; and a two- or three-column table. Results will be based on accuracy of printed copy and Standards of Mailability (see page 83).

#### ELIGIBILITY

- **Each chapter may submit three (3) individuals from its active local Middle Level chapter.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- However, Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC or received national level recognition.

#### GUIDELINES

- Results will be based on mailable copy based on the Standards of Mailability.
- Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
- Word-division manuals and dictionaries may be used as reference materials.
- Participants may use the FBLA Format Guide on the skill test only.
- Participants must recognize the necessity for accurate proofreading.
- The written, objective test will be a timed (30-minute) exam with 50 questions.
- Objectives for the written test may include
  - Document formatting rules and standards
  - Grammar, punctuation, spelling, and proofreading
  - Basic word processing/keyboard terms and concepts

#### ADMINISTRATION OF EVENTS

RLC	SLC
Production test administered at home school. An onsite testing administrator* will need to be submitted with the chapter's registration.	Production test administered at home school.
Regional Testing Window: January 3-15.	State Testing Window: February 13-26
Completed production test materials must be submitted to RLC Host School and arrive by January 18.	Completed production test materials must be submitted to the State Office and arrive by March 5
Written objective test taken on-site at RLC.	Written objective test taken on-site at SLC.
This is not a qualifying round. All participants are eligible for SLC competition.	Top TWO finishers will be recognized at the national level.

#### JUDGING

- All judges' decisions are final.

\* Testing administrators CANNOT be the FBLA Adviser or any other Business & Information Technology educator. The designated testing administrator can be a superintendent, principal, asst./assoc. Principal, pupil services administrator, school counselor, library media specialist, or similar person within your district.

## Local Chapter Activities Project Chapter Event

### DESCRIPTION

*This event recognizes FBLA-Middle Level chapters that effectively summarize their year's activities.*

The report should summarize the activities of the local chapter between the start of the previous State Leadership Conference and the current State Leadership Conference. This report meets one of the requirements for the Outstanding Chapter Award of Merit program.

### ELIGIBILITY

- Each chapter may submit one report from its active local Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- A Middle Level chapter **WILL NOT** be permitted to submit an entry in the High School level competition.
- Reports must be received by the State Office by **March 5**.

### REPORT CONTENTS (See cover sheet p. 41 of guidelines)

- Reports must not exceed a total of five pages including cover sheet and other documentation.
- Pages must be on standard 8 ½ x 11" paper.
- Pages may be single- or double-spaced.
- Each side of the paper providing information is counted as a page.
- Copies should be sent rather than important original documents.
- Scrapbooks and loose or bulky exhibits are not acceptable.
- Reports should be stapled in the upper left-hand corner with the cover sheet.
- The cover must include the chapter number, school, adviser, and address.
- Reports must describe activities of the chapter that were conducted during the current school year.
- The project should be the work of an individual or multiple Middle Level FBLA members and not the adviser.
- Reports should follow the rating sheet content.

### ADMINISTRATION OF EVENTS

RLC	SLC
There is no regional counterpart.	Due to State Office by <b>March 5</b> .
	Top TWO finishers will be recognized at the national level.

### JUDGING

- All judges' decisions are final.



# Local Chapter Activities Report

## Rating Sheet

### FBLA – Middle Level

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Service to school and community	0	1 – 5	6 – 10	11 – 15	
Recruitment of members	0	1 – 5	6 – 10	11 – 15	
Leadership development for officers and members	0	1 – 5	6 – 10	11 – 15	
Support of FBLA-PBL national and state projects	0	1 – 5	6 – 10	11 – 15	
Public relations – evidence of publicity	0	1 – 5	6 – 10	11 – 15	
<b>Format</b>					
Clear and concise presentation with logical arrangements of information	0	1 – 3	4 – 7	8 – 10	
Correct grammar, punctuation, spelling, and acceptable business style (deduct 1 point for each error)	0	1 – 5	6 – 10	11 – 15	
<b>Penalty Points</b> Deduct points for failure to fully follow the guidelines. _____ Five (5) points for Dress Code Violation. Five (5) points for failure to follow Submission Guidelines. Other _____					-
<b>Total Points</b>					<b>/100 max.</b>

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

# PowerPoint/Slideshow Creation

## Individual Event

## Skill Event

### DESCRIPTION

*Being able to present information in a concise and efficient manner is key in today's business world. FBLA-Middle Level students must be able to apply presentation options in a business environment, utilizing critical thinking and decision-making skills.*

Participants should be prepared to complete problems in a presentation software with various functions including inserting content, charts/graphs, images, notes, headers/footers, etc., as well as the ability to use design layouts and backgrounds, and print and save appropriately.

### ELIGIBILITY

- **Each chapter may submit three (3) individuals from its active local Middle Level chapter.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- However, Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC or received national level recognition.

### GUIDELINES

- Results will be based on mailable copy based on the Standards of Mailability (see page XX).
- Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up.
- Word-division manuals and dictionaries may be used as reference materials.
- Participants may use the FBLA Format Guide on the skill test only.
- Participants must recognize the necessity for accurate proofreading.
- The written, objective test will be a timed (30-minute) exam with 50 questions.
- Objectives for the written test may include
  - Basic computer terminology and concepts
  - Presentation applications
  - Presentation basics
  - Formatting, grammar, punctuation, spelling and proofreading

### ADMINISTRATION OF EVENTS

RLC	SLC
Production test administered at home school. An onsite testing administrator* will need to be submitted with the chapter's registration.	Production test administered at home school.
Regional Testing Window: January 3-15.	State Testing Window: February 13-26
Completed production test materials must be submitted to RLC Host School and arrive by January 18.	Completed production test materials must be submitted to the State Office and arrive by March 5
Written objective test taken on-site at RLC.	Written objective test taken on-site at SLC.
This is not a qualifying round. All participants are eligible for SLC competition.	Top TWO finishers will be recognized at the national level.

### JUDGING

- All judges' decisions are final.

\*Testing administrators CANNOT be the FBLA Adviser or any other Business & Information Technology educator. The designated testing administrator can be a superintendent, principal, asst./assoc. Principal, pupil services administrator, school counselor, library media specialist, or similar person within your district.

## Proofreading & Editing

### Individual Event

### Written Event

#### DESCRIPTION

*The ability to proofread work accurately is a valuable business tool. This event is designed to provide recognition for FBLA-Middle Level members who have learned basic proofreading techniques, the ability to proofread accurately, spelling, and basic grammar rules.*

The 45-minute objective test may include questions on proofreading, grammar, punctuation, word division, expression of numbers, capitalization, and business spelling.

#### ELIGIBILITY

- **Each local chapter may enter up to five (5) members.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in the Wisconsin Competitive Events Guidelines for each event.
- Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first or second in this event at a previous SLC or received national level recognition.

#### ADMINISTRATION OF EVENTS

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Number 2 pencils are required for this event.	Number 2 pencils are required for this event.
This is not a qualifying round. All participants are eligible for SLC competition.	Top TWO finishers will be recognized at the national level.

#### JUDGING

- All judges' decisions are final.

## Spreadsheet Individual Event Skill Event

### DESCRIPTION

*Knowledge of spreadsheet applications is a necessity in today's high-tech business world. FBLA-Middle Level students must be able to apply various spreadsheet applications in a business environment, utilizing critical thinking and decision-making skills.*

Participants should be prepared to complete problems in a spreadsheet format, which may include various functions, including formatting, sorting, editing, creating and applying formulas, and charts. Results will be based on accuracy and formula-view printout.

### ELIGIBILITY

- **Each chapter may submit three (3) individuals from its active local Middle Level chapter.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- However, Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC or received national level recognition.

### GUIDELINES

- Results will be based on mailable copy based on the Standards of Mailability (see page XX).
- Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up.
- Word-division manuals and dictionaries may be used as reference materials.
- Participants may use the FBLA Format Guide on the skill test only.
- Participants must recognize the necessity for accurate proofreading.
- The written, objective test will be a timed (30-minute) exam with 50 questions.
- Objectives for the written test may include:
  - Formulas, functions
  - Purpose of spreadsheets
  - Graphics and charts
  - Format and print options

### ADMINISTRATION OF EVENTS

RLC	SLC
Production test administered at home school. An onsite testing administrator* will need to be submitted with the chapter's registration.	Production test administered at home school.
Regional Testing Window: January 3-15.	State Testing Window: February 13-26
Completed production test materials must be submitted to RLC Host School and arrive by January 18.	Completed production test materials must be submitted to the State Office and arrive by March 5
Written objective test taken on-site at RLC.	Written objective test taken on-site at SLC.
This is not a qualifying round. All participants are eligible for SLC competition.	Top TWO finishers will be recognized at the national level.

### JUDGING

- All judges' decisions are final.

\*Testing administrators CANNOT be the FBLA Adviser or any other Business & Information Technology educator. The designated testing administrator can be a superintendent, principal, asst./assoc. Principal, pupil services administrator, school counselor, library media specialist, or similar person within your district.



## Web Site Creation

### Individual or Team (of 2 or 3) Event Performance Event

#### DESCRIPTION

*This event provides recognition for FBLA-Middle Level members who demonstrate an ability to develop a Web site using HTML or Web design software to deliver a message. Develop a Web site based on this topic:*

**Create a web page on “What is Middle Level FBLA.” Include information that would be helpful to parents, school staff, and the community.**

#### ELIGIBILITY

- Each chapter may submit one Web site entry from its active local Middle Level chapter.
- Entries may be created by an individual member or by a team of two or three.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- A Middle Level chapter **WILL NOT** be permitted to submit an entry in the High School level competition.

#### PROCEDURE

- The Web site must be two or more pages with at least one link.
- Web site creation must be computer based.
- Live internet will be available to demonstrate the site; **Recommendation:** have screen shots available in case of internet malfunction.
- The Web site must address the topic in the Description section. Entries will be judged according to the rating sheet.

#### ADMINISTRATION OF EVENTS

RLC	SLC
Order of performance is random. Schedules will be posted at RLC, not before.	Order of performance is random. Schedules will be posted at SLC, not before.
All teams perform—no preliminary round.	All teams perform—no preliminary round.
Five (5) minutes will be allowed for the setup of equipment. Chapters must provide their own audio/visual equipment—except screens. The individual or team members must perform all aspects of the presentation including setup. Other representatives may not assist. (presentation via laptop only is acceptable)	Five (5) minutes will be allowed for the setup of equipment. Chapters must provide their own audio/visual equipment—except screens. The individual or team members must perform all aspects of the presentation including setup. Other representatives may not assist.
Note cards are allowed to be used during the presentation.	Note cards are allowed to be used during the presentation.
Presentations may not exceed 3 minutes.	Presentations may not exceed 3 minutes.
Judges will ask questions after the presentation for up to 2 minutes.	Judges will ask questions after the presentation for up to 2 minutes.
Event is not open to conference attendees at RLC.	Event is not open to conference attendees at SLC.
This is not a qualifying round. All participants are eligible for SLC competition.	Top TWO finishers will be recognized at the national level.

#### JUDGING

- All judges' decisions are final.



# Web Site Creation

## Rating Sheet

### FBLA – Middle Level

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Overall Appeal</b>					
Grabs audience attention	0	1 - 2	3 - 4	5	
Logical Sequence of Ideas	0	1 - 2	3 - 4	5	
Content of Web site(s) effectively cover topic with all vital information included (who, what, when, where, why and how)	0	1 - 2	3 - 4	5	
<b>Layout</b>					
Format, text, and graphics are consistent, well-balanced and without overlapping items that reduce readability	0	1 - 3	4 - 7	8 - 10	
Graphics are appropriate to subject and are effectively utilized	0	1 - 2	3 - 4	5	
Font selection (type, size, style, kerning, leading, etc.) is appropriate and appealing	0	1 - 2	3 - 4	5	
Use of color is appealing	0	1 - 2	3 - 4	5	
<b>Technical Features</b>					
Site uses innovative technology tools and enhancements effectively (i.e., streaming video or audio, flash type program)	0	1 - 3	4 - 7	8 - 10	
Web sites are viewable on standard browsers	0	1 - 2	3 - 4	5	
Copyright laws have been adhered to and any photos, text, trademarks, or names used on the site are supported by proper documentation and approvals and are indicated on the Web site(s)	0	1 - 3	4 - 7	8 - 10	
<b>Navigation</b>					
Links are appropriate and support topic	0	1 - 2	3 - 4	5	
All links are functional and allow viewer path back to home page	0	1 - 2	3 - 4	5	
Navigational scheme is logical and effective	0	1 - 2	3 - 4	5	
<b>Presentation</b>					
Delivery and voice quality	0	1 - 2	3 - 4	5	
Appropriate gestures and eye contact	0	1 - 2	3 - 4	5	
Self-confidence, initiative, and assertiveness	0	1 - 2	3 - 4	5	
Ability to answer questions related to the presentation	0	1 - 2	3 - 4	5	
<b>Total Points</b>					
<b>Penalty Points: Deduct 1 point each for a typographical, spelling, punctuation, or grammar error</b>					/100 max.
<b>Final Score</b>					
					/100 max.

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

## ML Recognition Awards Documents





## Outstanding Middle Level Recognition

Check one and submit biographical sketch with this nomination form:

- ☐ Outstanding Middle Level Adviser
- ☐ Outstanding Middle Level Member
- ☐ Outstanding Middle Level Supporter

Nominee's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company/School: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
**City** **State** **Zip**

E-mail: \_\_\_\_\_

School: \_\_\_\_\_

Chapter Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
**City** **State** **Zip**

Adviser(s): \_\_\_\_\_

Name of the person submitting nomination who may be contacted for more information.

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone No.: \_\_\_\_\_



## Outstanding Middle Level Adviser Recognition

*Refer to the National Competitive Event Guidelines for procedure and rating sheet.*

### ELIGIBILITY

- All active local chapters are eligible to submit one adviser for this recognition per school year.
- The nominee must have taught at least three (3) years at the Middle Level and have been an active FBLA-ML adviser for three (3) years.

### REGULATIONS

- The nominee must submit a biographical sketch of no more than two (2) pages that includes the information outlined in the procedure section in the National Competitive Event Guidelines.
- The nominee must include a letter of recommendation from a current FBLA-ML member.
- The nominee's biographical sketch and letter of recommendation must be submitted to the State Office by **March 5** of the current year.
- A panel of judges will rate all nominees and select the top individual deserving state recognition.
- The individual selected as the top individual in this event becomes Wisconsin's entry for national recognition.

## Outstanding Middle Level Member Recognition

*Refer to the National Competitive Event Guidelines for procedure and rating sheet.*

### ELIGIBILITY

- All active local chapters are eligible to submit one student for this recognition per school year.
- The nominee must be on record as having dues paid by **November 15** of the current school year.

### REGULATIONS

- The nominee must submit a biographical sketch of no more than two (2) pages that includes the information outlined in the procedure section in the National Guidelines.
- The nominee must include a letter of recommendation from the current FBLA-ML adviser.
- The nominee's biographical sketch and letter of recommendation must be submitted to the State Office by **March 5** of the current year.
- A panel of judges will rate all nominees and select the top individual deserving state recognition.
- The individual selected as the top individual in this event becomes Wisconsin's entry for national recognition.

## Outstanding Middle Level Supporter Recognition

*Refer to the National Competitive Event Guidelines for procedure and rating sheet.*

### ELIGIBILITY

- All active local chapters are eligible to submit one person for this recognition per school year.
- Nominees may be members of an educational institute (non-teaching staff) or the business community.

### REGULATIONS

- The nominee must submit a biographical sketch of no more than two (2) pages that includes the information outlined in the procedure section in the National Guidelines.
- The nominee must include a letter of recommendation from the current FBLA-ML adviser.
- The nominee's biographical sketch and letter of recommendation must be submitted to the State Office by **March 5** of the current year.
- A panel of judges will rate all nominees and select the top individual deserving state recognition.
- The individual selected as the top individual in this event becomes Wisconsin's entry for national recognition.

## **Who's Who in FBLA Special Recognition (Does not count as a competitive event)**

The **Who's Who** in FBLA distinction is a high honor bestowed upon a local chapter member for outstanding contributions to their local or state Future Business Leaders of America chapter. Each chapter is encouraged to select a member for this special award.

### ELIGIBILITY

- All active local chapters are eligible to submit the name of ONE individual to receive this distinction.
- Who's Who in FBLA does not count as an event.

TO COMPETE FOR THE WISCONSIN NOMINEE FOR NATIONAL WHO'S WHO DISTINCTION:

### REGULATIONS

- All Who's Who candidates in attendance at the SLC will be recognized at the conference.
- Local Who's Who winners may be honored at the chapter's banquet, recognition assembly or other activity and will receive recognition at SLC.
- The chapter's nominee should be in attendance at the SLC.



## MIDDLE LEVEL ACHIEVEMENT PROGRAM (MAP) – CHAPTER

**MEMBERSHIP RECOGNITION AWARDS OVERVIEW****Membership Recognition Chapter Awards**

Membership Recognition Awards are based on a fall deadline of October 20 and a spring deadline of March 1 for all the awards below. One award is presented in each category. Below is a chart of the different chapter and state membership recognition awards.

Local Chapter Awards	Fall	Spring	State Chapter Awards	Fall	Spring
Largest Local Chapter	X	X	Largest State Chapter	X	X
			Largest Increase in State Membership	X	X

**100 Percent Class Participation Award**

- Must have 100 percent FBLA-Middle Level chapter membership in a single class
- Class roster must be submitted with the chapter's membership list
- Deadline:** must be postmarked by April 1
- Recognition on the national Web site
- Meets one of the criteria for the Chapter Excellence Award
- Complete the form found at [go.fbla.org/100percent](http://go.fbla.org/100percent) to be eligible for this membership award

**Membership Achievement Award**

- Maintain or increase local chapter membership from previous school year to current school year
- Complete the form found at [go.fbla.org/membershipachievement](http://go.fbla.org/membershipachievement) to be eligible for this membership award
- Deadline:** must be postmarked by April 1
- Recognition on the national Web site
- Meets one of the criteria for the Chapter Excellence Award

**HIGH 5 LEADERSHIP ACHIEVEMENT PROGRAM**

The High 5 program is a new pilot membership achievement program that focuses on 5 areas of leadership – Chapter, School, Business, Community, and Career. Students receive recognition after completing each leadership area. There are 25 individual and group activities, and each activity is cross-referenced to 20 essential skills like communication, writing, technology, and entrepreneurship.

The program is flexible enough to be customized to meet your specific classroom needs and can be tailored to the skill levels of your students. It is free and available year-round. Visit the Adviser Area to download the *Adviser's Guide* and *Student Activity Journal*.

## MIDDLE LEVEL CHAPTER/ MEMBER RECOGNITION LESSON PLAN

### NBEA Standards/Lesson Objectives

#### Communications

- Participate in group discussions for problem resolution.

#### Critical Thinking Skills

- Demonstrate critical, creative, and analytical thinking to solve both individual and group problems.

### Introduction to the Lesson:

(Time: 5 minutes)

Pass out the FBLA-Middle Level Member Scavenger Hunt. Tell members that they cannot start until you say "Go." Members are to get as many signatures as they can in five minutes. They cannot have someone sign a line more than twice. Call time after five minutes. Award a prize to the student who has the most signatures.

#### Notes:

- This is a great activity for members to get to know one another.
- It is important that all members have the opportunity to have "fun" at meetings.
- FBLA-Middle Level also has a recognition program called the Middle Level Achievement Program (MAP). FBLA-Middle Level members have the opportunity to earn pin awards for achieving different levels of this program. Not only will you find educational and FBLA activities, you will also find "fun" activities in this program that promote teamwork.
- Leadership, teambuilding, and communications are all key elements that lead to success.
- Before we discuss this awards program, let's participate in an icebreaker activity that is similar to some of the activities that you may participate in as part of the individual or chapter activities in the MAP.

### Reinforcement Activity: (Time: 10 minutes)

**Human Knot.** The group starts out in one or two tight circles depending on the size. Everyone in the group reaches across the circle with their right hand to grab a different member's left hand. The object is to untangle the group without letting go of hands until a circle is formed. If the group is having extreme difficulty, you can administer and break one set of tangled hands (with group consensus), otherwise the members may not let go at any time. You may have to decide as a group that the knot is not solvable, after a prolonged attempt.

#### Notes:

- What steps did you use to try and solve the problem? (At this point the teacher/adviser may wish to discuss the different steps in the problem solving process.)
- Have students list the different steps as you discuss them.
- Question them on how this can apply to solving problems in your daily life.
- Tell students if they look at the MAP, this activity helps them complete one of the activities of the Enterprise Level under the education section of the MAP.
- At this point, go ahead and begin showing the MAP PowerPoint®.

### Instructional Activity: (Time: 30 minutes)

Download the Middle Level Achievement Program Information PowerPoint® from the Advisers Area and present this to the students.

### Reinforcement activity: (1 class period)

Instruct students that they are going to begin working on the Entrepreneur Level of the Middle Level Achievement Program. (Forms can be found in the *Chapter Management Handbook*, page V-23.) Work on two activities from the education section as a class. Once the students complete this section in class, they will have one entire portion of the Entrepreneur Level completed.



## FBLA-Middle Level Member Scavenger Hunt

(Available online at [go.fbla.org/MiddleLevelScavenger](http://go.fbla.org/MiddleLevelScavenger))

**Instructions:** Find someone who fits the description below and have that person sign his/her name on the line.

Find someone who . . .

Has a pet Fish \_\_\_\_\_

\_\_\_\_\_ Is Uncertain about what they are going to do this weekend

Has parents who drive a Truck \_\_\_\_\_

Has an Umbrella \_\_\_\_\_

Owns a Red bike \_\_\_\_\_

Knows what an Entrepreneur is \_\_\_\_\_

Plays Basketball \_\_\_\_\_

Owns UV protection sunglasses \_\_\_\_\_

Has Sold something \_\_\_\_\_

Is an only child \_\_\_\_\_

Was born in November \_\_\_\_\_

\_\_\_\_\_ Enjoys country music

Sings in the shower \_\_\_\_\_

\_\_\_\_\_ Watches Saturday morning cartoons

\_\_\_\_\_ Is Left handed

\_\_\_\_\_ Eats pizza

\_\_\_\_\_ Is A cat lover

\_\_\_\_\_ has a Dime in their pocket

\_\_\_\_\_ Expects to go to a movie this weekend

Has black haiR \_\_\_\_\_



## FBLA-ML “Go Green” Project

“Go Green” FBLA-Middle Level’s national project is a great way for our members to help preserve the environment while simultaneously discovering the tremendous influence energy and conservation can have on the business world. Chapters choose three activities ranging from visiting a zoo or botanical garden to helping teachers clear the clutter and clean up their classrooms to celebrate Earth Day.

Using a Tic Tac Toe game board, chapters select three activities to complete (horizontally, vertically, or diagonally). The middle square—celebrating Earth Day on April 22 by sponsoring a different activity for each day of the week—is required. Chapters then choose two other activities such as having members create posters encouraging students and teachers to save energy, having members wear green and brown to promote environmental awareness, or inviting environmental guest speakers to a chapter meeting. Once the game board has been completed, chapters will create a scrapbook. Chapters should include documentation of the completed activities such as photos, promotional materials, posters, press releases, and letters in the scrapbook.

Several activities to tie into the classroom to celebrate Earth Day include:

- **Plant a tree.** FBLA-ML members should plant a tree at their school. Each year the chapter could add another tree.
- **Have students create their own rainforest.** Get glass jars for each FBLA-ML member or student in the class or two to three small fish tanks and break students into groups. Students fill their jar with a few inches of sand and a thin layer of dirt over the sand. Have them plant tropical plants such as ferns and African violets in the dirt and place in a sunny area. Students should display their work at school, the public library, or at a bank and include information on why it is important to save the rainforest.
- **FBLA-ML members become a pen pal with a student in a rainforest country.** Members can learn how their pen pals live, what they eat, what games they play, and a lot more.
- **Go for a Hike.** For a social event, chapter members can go on a hike and enjoy nature.

- **Sponsor a coloring contest for elementary students.** Have FBLA-ML member design a coloring page that represents the environment (such as a drawing of a tree and the words—Plant a Tree) and add it to his/her scrapbook. Members then go to an elementary school and talk to students about the importance of going green and sponsor a coloring contest, awarding ribbons to the winners.

Need an idea for a chapter meeting to get students talking about “Going Green”? Break students up into three different groups and give them the topics below. Elect a reporter and a leader and then have each group report out.

1. Your chapter is conducting a “Save the Rainforest” campaign in your school and community. Come up with ideas for this campaign.
2. Your chapter is planning a big celebration/project for Earth Day on April 22. List the ideas you have to celebrate this day.
3. Your chapter is planning a “Recycling Campaign” in the school and the community. List some projects that will be planned as part of this campaign.

One chapter will receive national recognition. The deadline for this project is May 15, and all entries are to be submitted to the National Center.

For The tic Tac Toe game board, please go to page V-44. Include the cover sheet from page V-20.

## MIDDLE LEVEL ACHIEVEMENT PROGRAM (MAP)

**FBLA-ML Chapter Go Green****Tic Tac Toe**

**Instructions:** Complete three (3) activities across, down, or diagonal. Put Xs through the squares as you go. The middle square is required. Create a scrapbook that documents your activities and to accompany this form. This completed form will be the first page of the scrapbook. Include photos, promotional materials, posters, etc., in the scrapbook. One chapter in the nation will receive a National award.

Have members create posters to display in the school encouraging students and teachers to save energy.	Plant a tree.	Have chapter members volunteer to help teachers "clear the clutter" and clean up their classrooms.
Invite an environmental guest speaker to an FBLA-ML meeting.	<b>Required.</b> Celebrate Earth Day on April 22 by sponsoring a different activity for each day of the week in which Earth Day falls.	Have members wear green and brown (environmental colors) during a school day to promote environmental awareness.
Have members find recycled objects such as movie stubs, food wrappers, clothing, etc., and recycle these into artwork.	Have chapter officers research the history of Earth Day and present it to members, along with sample activities, during a chapter meeting.	Visit a zoo or botanical garden.

School Name: \_\_\_\_\_ State: \_\_\_\_\_

MIDDLE LEVEL ACHIEVEMENT PROGRAM (MAP) – COMPETITIVE



## Night of the Body Snatchers I

**Goal** – To ignite recruiting efforts at the local level by offering incentives to individual members who “snatch” two (2) new FBLA-Middle Level members. This membership recruitment program is tied directly into Middle Level Achievement Awards Program (MAP) and coincides with the Business Level.

### Night of the Body Snatchers

FBLA-Middle Level Members who recruit two NEW members and submit the accompanying *Body Snatchers I* form by March 1 will receive recognition on the national Web site. This program fulfills one of the requirements of the Business Level of the Middle Level Achievement Awards—Individual Membership Recognition.

Clip off and send the form below:

Member's Name: \_\_\_\_\_ Chapter No: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Lead Adviser: \_\_\_\_\_

Lead Adviser's E-mail: \_\_\_\_\_ School Phone: \_\_\_\_\_

Recruited two new members: (List names of new members in the blanks below.)

1. Name: \_\_\_\_\_

2. Name: \_\_\_\_\_

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lead Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Must be received by April 1 to:

FBLA-Middle Level Membership Awards  
1912 Association Drive  
Reston, Virginia 20191-1591  
Fax: 866.500.5610

Forms will be accepted throughout the year. Final postmark deadline is April 1.

## MIDDLE LEVEL ACHIEVEMENT PROGRAM (MAP) – COMPETITIVE

### Night of the Body Snatchers II

**Goal** – To double recruiting efforts at the local level by offering incentives to individual members who double their recruiting efforts and “snatch” four (4) new FBLA-Middle Level members. This membership recruitment program is tied directly into Middle Level Achievement Awards Program (MAP) and coincides with the Enterprise Award.

#### **Night of the Body Snatchers II**

In this sequel award, FBLA-Middle Level Members who recruit four NEW members, doubling their recruitment efforts, and submit the accompanying *Body Snatchers II* form by March 1 will receive recognition on the national Web site. This program fulfills one of the requirements of the Enterprise Level of the Middle Level Achievement Awards—Individual Membership Recognition.

Clip off and send the form below:

Member's Name: \_\_\_\_\_ Chapter No: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Lead Adviser: \_\_\_\_\_

Lead Adviser's E-mail: \_\_\_\_\_ School Phone: \_\_\_\_\_

Recruited four new members: (List names of new members in the blanks below)

1. Name: \_\_\_\_\_

2. Name: \_\_\_\_\_

3. Name: \_\_\_\_\_

4. Name: \_\_\_\_\_

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lead Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Must be received by April 1 to:

FBLA-Middle Level Membership Awards  
1912 Association Drive  
Reston, Virginia 20191-1591  
Fax: 866.500.5610

Forms will be accepted throughout the year. Final postmark deadline is April 1.

## Largest Local Chapter Marketshare

Each local chapter is encouraged to complete and submit the local chapter market share award. Although large numbers of chapter members are good, it is more interesting to note the percentages of student populations are involved in FBLA on a local chapter level. The schools with the largest percentage of total membership will receive awards at the SLC in spring.



### Local Chapter Market Share Award Form

20\_\_\_\_ SLC

Please complete this form for your chapter. Deadline for submission is the first Wednesday in March.

Chapter \_\_\_\_\_ Adviser \_\_\_\_\_

Region ☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VI ☐ VII

School Enrollment for the current school year \_\_\_\_\_

Number of Members in Chapter \_\_\_\_\_

Percentage of School Population \_\_\_\_\_

(Divide your chapter membership by the total school population.)

Adviser Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Please email (FBLA@dpi.wi.gov) or fax (608.267.9275) form to State Office.*

To be completed by a member of the state staff only:

☐ Verified by \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **Community Service Recognition**

As one of the cornerstones on which FBLA is built, SERVICE can play a major role in every FBLA chapter. The Community Service Recognition Awards, at both the regional and state level, are designed to draw attention to the wonderful work that our members do on behalf of their school, community, and state.

- Only events which take place after June 1 of each year will be considered.
- Deadline for receipt for Regional Recognition is January 17, 2014.
- Deadline for receipt for State Recognition is March 5, 2014.



## Community Service Award Application

### Regional Level

Deadline for consideration:  
**Must be received by Regional  
Host School on or before  
3rd Wednesday in January**

**Directions:** Please complete the following sections as completely and honestly as possible. Please only include activities from June 1 of the previous year until the time of submission of the application. **Service is an essential part of the FBLA mission. Take this time to share the activities your chapter has participated in. Winning chapters will be based on total points received.** (Duplicated activities throughout the application will be eliminated during the time of scoring.)

**Chapter Name** \_\_\_\_\_

**Adviser** \_\_\_\_\_ **President** \_\_\_\_\_

### ***Food Drive*** ***Points***

1. Was a food drive hosted? (50 points) YES or NO \_\_\_\_\_

Please fill in the number of items collected (1 point each): \_\_\_\_\_

### ***Clothing Drive*** ***Points***

1. Was a clothing drive hosted? (50 points) YES or NO \_\_\_\_\_

Please fill in the number of items collected below (5 points each):

Boots: \_\_\_\_\_

Coats: \_\_\_\_\_

Please fill in the number of items collected below (1 point each):

Gloves: \_\_\_\_\_

Mittens: \_\_\_\_\_

Hats: \_\_\_\_\_

Other: \_\_\_\_\_

### **Volunteering** **Points**

Fill-out this section only if your chapter volunteered at a soup kitchen, homeless shelter or a similar organization. (3 points per student per hour volunteered).

Describe the service completed: \_\_\_\_\_

Number of student volunteers: \_\_\_\_\_

Total hours worked by all volunteers: \_\_\_\_\_

Multiply number of volunteers by total hours worked: \_\_\_\_\_ (Multiply by 3) \_\_\_\_\_

**March of Dimes Projects**

**Points**

In the space below list and briefly describe any projects that your chapter participated in this year that promoted and/or benefited the March of Dimes. (50 points per project, limit five projects).

Project 1 Description: \_\_\_\_\_

Project 2 Description: \_\_\_\_\_

Project 3 Description: \_\_\_\_\_

Project 4 Description: \_\_\_\_\_

Project 5 Description: \_\_\_\_\_

**Additional Projects**

**Points**

In the space below list and briefly describe any additional projects that your chapter participated in this year. Remember, the activities should be designed to benefit the economically challenged. (50 points per project, limit five projects).

Project 1 Description: \_\_\_\_\_

Project 2 Description: \_\_\_\_\_

Project 3 Description: \_\_\_\_\_

Project 4 Description: \_\_\_\_\_

Project 5 Description: \_\_\_\_\_

Total Points

=====

Chapter President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adviser Contact Information:  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

For Region VP use only:



## Community Service Award Application

### State Level

Deadline for consideration:  
**Must be received by  
1ST WEDNESDAY IN MARCH**

**Directions:** Please complete the following sections as completely and honestly as possible. Please only include activities from June 1 of the previous year until the time of submission of the application. **Service is an essential part of the FBLA mission. Take this time to share the activities your chapter has participated in. Winning chapters will be based on total points received.** (Duplicated activities throughout the application will be eliminated during the time of scoring.)

**Chapter Name** \_\_\_\_\_

**Adviser** \_\_\_\_\_ **President** \_\_\_\_\_

### ***Food Drive*** ***Points***

1. Was a food drive hosted? (50 points) YES or NO \_\_\_\_\_

Please fill in the number of items collected (1 point each): \_\_\_\_\_

### ***Clothing Drive*** ***Points***

1. Was a clothing drive hosted? (50 points) YES or NO \_\_\_\_\_

Please fill in the number of items collected below (5 points each):

Boots: \_\_\_\_\_

Coats: \_\_\_\_\_

Please fill in the number of items collected below (1 point each):

Gloves: \_\_\_\_\_

Mittens: \_\_\_\_\_

Hats: \_\_\_\_\_

Other: \_\_\_\_\_

### **Volunteering** **Points**

Fill-out this section only if your chapter volunteered at a soup kitchen, homeless shelter or a similar organization. (3 points per student per hour volunteered).

Describe the service completed: \_\_\_\_\_

Number of student volunteers: \_\_\_\_\_

Total hours worked by all volunteers: \_\_\_\_\_

Multiply number of volunteers by total hours worked: \_\_\_\_\_ (Multiply by 3) \_\_\_\_\_

**March of Dimes Projects**

**Points**

In the space below list and briefly describe any projects that your chapter participated in this year that promoted and/or benefited the March of Dimes. (50 points per project, limit five projects).

Project 1 Description: \_\_\_\_\_

Project 2 Description: \_\_\_\_\_

Project 3 Description: \_\_\_\_\_

Project 4 Description: \_\_\_\_\_

Project 5 Description: \_\_\_\_\_

**Additional Projects**

**Points**

In the space below list and briefly describe any additional projects that your chapter participated in this year. Remember, the activities should be designed to benefit the economically challenged. (50 points per project, limit five projects).

Project 1 Description: \_\_\_\_\_

Project 2 Description: \_\_\_\_\_

Project 3 Description: \_\_\_\_\_

Project 4 Description: \_\_\_\_\_

Project 5 Description: \_\_\_\_\_

Total Points

=====

Chapter President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adviser Contact Information:  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

For State Office Use only:

# Middle Level Achievement Program (MAP)—Individual Achievement

## INDIVIDUAL MEMBERSHIP RECOGNITION PROGRAM OVERVIEW

This individual member program is designed to reward those FBLA-Middle Level members who excel in their participation in a variety of activities in the areas of service, education, and leadership. Members simply copy and fill out the cover sheet, attach the entry form and any supporting documentation, and submit the package by March 1.

**LEVEL 1: ENTREPRENEUR LEVEL**—This award focuses on basic business skills, introduction to community service, and FBLA-Middle Level involvement at the local level; entries are certified by the local chapter adviser. Entries must be submitted to the national center. Pins will be sent to the local chapter adviser so that they can be awarded at a local awards ceremony or local FBLA-Middle Level event. An entry form and supporting documentation are required for this award.

**LEVEL 2: BUSINESS LEVEL**—Certified by the local chapter adviser. This award focuses on chapter activities, intermediate business skills, and leadership in the community. Entries must be submitted to the national center. Pins will be sent to the local chapter adviser for presentation at a local awards ceremony or local FBLA-Middle Level event. An entry form and supporting documentation are required for this award.

**LEVEL 3: ENTERPRISE LEVEL**—Certified by the local chapter adviser. This award focuses on chapter and leadership activities, advanced business skills, and community and school leadership. All documentation must be submitted to the national center. Names of qualifying students and pins will be sent to the local adviser so that awards can be presented at a local awards ceremony, if desired.

All entries become the property of FBLA-PBL, Inc., and will not be returned. FBLA-PBL, Inc. reserves the right to use submitted materials for its national publications.

**Due Date:** Must be postmarked by March 1.

**Mail to:** Middle Level Achievement Program, 1912 Association Drive, Reston, VA 20191-1591 or submit online through the Adviser Area.

**NOTE:** *Members may complete more than one level in a year. Levels do not build on each other. Activities should be conducted using word processing, spreadsheet, database, and presentation software functions where appropriate.*



## Middle Level Achievement Program (MAP)

Welcome to FBLA-Middle Level's exciting Middle Level Achievement Program (MAP)! In this section, you will find a complete program designed exclusively for your middle school/junior high chapters consisting of the following areas:

Competitive Recognition	Individual Achievement	Chapter Achievement
<b>Chapter Events</b> <ul style="list-style-type: none"> <li>● American Enterprise Project</li> <li>● Community Service Project</li> <li>● Local Chapter Activities Report</li> </ul> <b>Individual and Team</b> <ul style="list-style-type: none"> <li>● Career Exploration</li> <li>● Computer Slide Show Presentation</li> <li>● Desktop Publishing Application</li> <li>● Introduction to Business Communication</li> <li>● Keyboarding Applications I</li> <li>● Keyboarding Applications II</li> <li>● Spreadsheet</li> <li>● Web Page Creation</li> </ul> <b>Individual Recognition</b> <ul style="list-style-type: none"> <li>● Outstanding Middle Level Adviser</li> <li>● Outstanding Middle Level Member</li> </ul>	<b>Three Levels</b> <ul style="list-style-type: none"> <li>● Entrepreneur</li> <li>● Business</li> <li>● Enterprise</li> </ul> <b>Recruitment Events</b> <ul style="list-style-type: none"> <li>● Body Snatchers I</li> <li>● Body Snatchers II</li> </ul>	<b>Outstanding Chapter Award of Merit</b>  <b>Excellence Award</b>  <b>Membership Recognition—Local Awards</b> <ul style="list-style-type: none"> <li>● Largest Local Chapter</li> <li>● 100 Percent Class Participation</li> <li>● Membership Achievement</li> </ul> <b>Membership Recognition—State Awards</b> <ul style="list-style-type: none"> <li>● Largest State Chapter</li> <li>● Largest Increase in State Chapter Membership</li> </ul> <b>Membership Recognition—Local Awards</b> <ul style="list-style-type: none"> <li>● Go Green</li> </ul>



## COVER SHEET



- ☐ Individual Program (check the appropriate level)
  - ☐ Entrepreneur Level
  - ☐ Business Level
  - ☐ Enterprise Level
- ☐ Chapter Program
  - ☐ Excellence Award

(Please type or print clearly.)

Member's Name: _____	Chapter Number: _____
Lead Adviser's Name: _____	Salutation (circle one): Dr. Mr. Mrs. Ms.
School Name: _____	Lead Adviser's Phone: _____
School Address: _____	Lead Adviser's E-mail: _____
City, State, Zip: _____	
Signature of Lead Adviser: _____	
<i>(National use only)</i>	
Date Received: _____	Date Processed: _____



## MIDDLE LEVEL ACHIEVEMENT PROGRAM (MAP) – COMPETITIVE

**LEVEL 1: ENTREPRENEUR LEVEL****Entry Form**

Note: Attach cover sheet and documentation with this entry form, postmarked by March 1. FBLA-Middle Level members must complete eight (8) activities from four (4) sections. Entrepreneur Level recipients receive a lapel pin at a local chapter meeting or awards banquet.

School/Community Service Complete two (2) activities.	Education Complete two (2) activities. The first one (1) is required.	Leadership Complete two (2) activities. The first one (1) is required.	Career Exploration Complete two (2) activities. The first one (1) is required.
<input type="checkbox"/> 1. Donate at least five (5) hours of service to one of your teachers. Hours: _____ Teacher: _____ Adviser's initials: _____	<input type="checkbox"/> 1. <b>Required.</b> Complete the Parliamentary Procedures crossword puzzle. (Attach completed puzzle.)	<input type="checkbox"/> 1. <b>Required.</b> Attend two (2) chapter meetings. Dates of Meetings: _____ Adviser's initials: _____	<input type="checkbox"/> 1. <b>Required.</b> Interview a family member about his/her career. (Attach completed Family Member Interview Question form on page V-25.)
<input type="checkbox"/> 2. Help your chapter adviser with activities to promote American Enterprise Day or FBLA-PBL Week. (Attach a 50-word summary of the project.) Adviser's initials: _____	<input type="checkbox"/> 2. Key the FBLA-PBL Mission Statement (page V-25), insert clip art, and center it on a sheet of paper. (Attach a copy.)	<input type="checkbox"/> 2. Participate in an individual FBLA-Middle Level competitive recognition event. Event: _____ Adviser's initials: _____	<input type="checkbox"/> 2. List five (5) positive characteristics about yourself. (Attach characteristics.)
<input type="checkbox"/> 3. Participate in your chapter's community service project committee. (Attach a 50-word summary of the project.)	<input type="checkbox"/> 3. Read an article or story from <i>Tomorrow's Business Leader</i> . (Attach a 100-word summary of the article or story.)	<input type="checkbox"/> 3. Bring a friend to a meeting. Name: _____	<input type="checkbox"/> 3. Explain the importance of a dress code in the workplace. (Attach a 50-word summary.)
<input type="checkbox"/> 4. Create a promotional piece such as a flyer, poster, or bulletin board encouraging students to join the local chapter. (Attach a sample of the flyer, poster, or a picture of the bulletin board.)	<input type="checkbox"/> 4. Identify five characteristics of an effective leader. (Attach characteristics and explain how FBLA-Middle Level can help you achieve them.)	<input type="checkbox"/> 4. Sign up for a local chapter committee. Committee Name: _____	<input type="checkbox"/> 4. List five personal goals. (Attach goals.)

Student's Signature \_\_\_\_\_

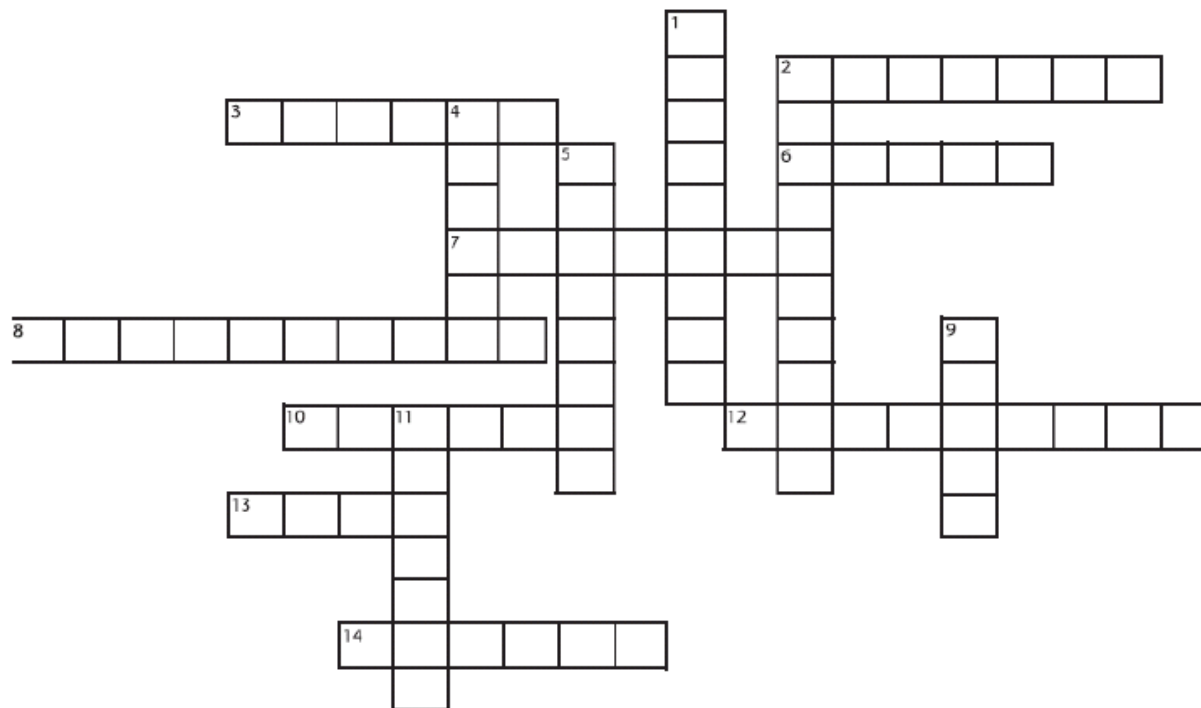
Lead Adviser's Signature \_\_\_\_\_

Date \_\_\_\_\_



# Parliamentary Procedures Crossword Puzzle and Answer Key

## Entrepreneur Level



### ACROSS

2. To cancel a previous action.
3. A framework for discussion.
6. The person presiding.
7. To close the meeting.
8. Motions that concern matters of immediate importance.
10. To send a pending question to a small group.
12. Prepares and reads the minutes of the meeting.
13. Motions whose introductions bring business before the assembly.
14. A short intermission that does not close the meeting.

### DOWN

1. Receives and acts as custodian of chapter funds.
2. To bring back a motion that has already been voted on.
4. Discussion of the merits of a motion.
5. Over half the members present and voting.
9. A motion to modify the wording of a motion.
11. Record of the proceedings of a meeting.

**KEY:** Across—(2) rescind (3) agenda (6) chair (7) adjourn (8) privileged (10) commit (12) secretary (13) main (14) recess and Down—(1) treasurer (2) reconsider (4) debate (5) majority (9) amend (11) minutes



## Mission Statement

### Entrepreneur Level

### FBLA-PBL Mission

*Our mission is to  
bring business and education  
together in a positive  
working relationship  
through innovative leadership  
and career development programs.*



## Family Member Interview Questions

### Entrepreneur Level

- What is the family member's name and job title?
- What company does he/she work for?
- What are the duties of the job?
- What special training or education does this job require?
- What personal qualifications are helpful for this job?
- What are the advantages and disadvantages of this job?
- What is the salary range of a worker who has this job?
- What forms of technology are used in this job?
- What is the best part of this job?
- Other:

## MIDDLE LEVEL ACHIEVEMENT PROGRAM (MAP) – COMPETITIVE



## LEVEL 2: BUSINESS LEVEL

## Entry Form

**Note:** Attach cover sheet and documentation with this entry form, postmarked by March 1. FBLA-Middle Level members must complete nine (9) activities from four (4) sections. Business Level recipients receive a lapel pin at a local chapter meeting or awards banquet.

School/Community Service Complete two (2) activities.	Education Complete two (2) activities. The first one (1) is required.	Leadership Complete three (3) activities. Two (2) are required.	Career Exploration Complete two (2) activities.
<input type="checkbox"/> 1. Design a FBLA-Middle Level chapter exhibit to be displayed at a chapter or school event. <i>(Attach a scanned photo of the exhibit.)</i>	<input type="checkbox"/> 1. <b>Required.</b> Complete the FBLA-Middle Level Spelling Test with a score of 90 percent or better. <i>(Attach completed test.)</i> Date Completed: _____ Score: _____ Adviser's initials: _____	<input type="checkbox"/> 1. <b>Required.</b> Participate in the Night of the Body Snatchers I membership recruitment program. See page V-33. <i>(Attach completed form.)</i>	<input type="checkbox"/> 1. Design a bumper sticker with quotes that reflect positive values that may include responsibility, respect, and ethics. <i>(Attach design.)</i>
<input type="checkbox"/> 2. Participate in a literacy project; i.e., a tutoring program for elementary students, a book drive, or reading to elementary students. <i>(Attach a 50-word summary.)</i> Adviser's initials: _____	<input type="checkbox"/> 2. Help present the FBLA-PBL history presentation skit <i>(See the National Organization section of the Chapter Management Handbook on page VII-14)</i> at a local chapter meeting. Meeting Date: _____ Adviser's initials: _____	<input type="checkbox"/> 2. <b>Required.</b> Complete the FBLA-PBL Creed worksheet on page V-28. <i>(Attach completed worksheet.)</i>	<input type="checkbox"/> 2. Research a career in business. <i>(Attach a one-page report.)</i>
<input type="checkbox"/> 3. Create a poster or a flyer about the March of Dimes to hand out at a local chapter meeting to create support and awareness. <i>(Attach a copy of the flyer or poster.)</i>	<input type="checkbox"/> 3. In 50 words or less, describe why a free enterprise system is important. <i>(Attach paragraph.)</i>	<input type="checkbox"/> 3. Make a presentation about the "Benefits of Joining FBLA-Middle Level" to one of your classes. <i>(Attach outline of presentation.)</i> Adviser's initials: _____	<input type="checkbox"/> 3. Identify one (1) personal strength and one (1) personal weakness. Describe what you can do to overcome this weakness. <i>(Attach strength, weakness, and description.)</i>
<input type="checkbox"/> 4. Serve on a community service committee that is planning a project to either promote or raise money for the March of Dimes or for a state service project. <i>(Attach a 50-word description of this project.)</i>	<input type="checkbox"/> 4. Obtain at least two (2) business cards from businesspeople in your community. <i>(Copy business cards and attach them.)</i>	<input type="checkbox"/> 4. Submit an article about a chapter activity to your school or local newspaper or <i>Townsquare's Business Leader</i> . <i>(Attach a copy of the article.)</i>	<input type="checkbox"/> 4. List 10 questions that you may be asked in a job interview. <i>(Attach questions.)</i>

Student's Signature \_\_\_\_\_

Lead Adviser's Signature \_\_\_\_\_

Date \_\_\_\_\_



## Spelling List and Test

### Business Level Award

#### SPELLING LIST

Study the following words for the spelling test. The test will consist of 20 of these words.

1. accordance	The two agreements, although stated differently, are in <i>accordance</i> .
2. adjacent	Her office is <i>adjacent</i> to mine.
3. aggravate	His hasty, unwise decision tended to <i>aggravate</i> the situation.
4. altogether	That statement was <i>altogether</i> confusing and misleading.
5. approximately	<i>Approximately</i> 100 people attended the meeting.
6. argue	No one could <i>argue</i> with the action she took.
7. attendance	<i>Attendance</i> at the seminar was twice that expected.
8. auxiliary	During holidays, many stores hire part-time <i>auxiliary</i> employees.
9. beginning	<i>Beginning</i> employees receive entry-level wages.
10. categories	Suggestions were made for each of the <i>categories</i> .
11. changeable	The computer market is highly <i>changeable</i> .
12. choose	Employees <i>choose</i> the benefit plan that best suits their needs.
13. claimant	The <i>claimant</i> received a refund.
14. collateral	She pledged her house as <i>collateral</i> for the business loan.
15. compliance	All procedures were in <i>compliance</i> with the rules.
16. consistent	Their actions were <i>consistent</i> with their words.
17. corporation	The <i>corporation</i> issued its annual report.
18. council	The city official attended a <i>council</i> meeting.
19. deductible	The tax laws resulted in many expenses no longer being <i>deductible</i> .
20. desirable	Handling supplies that way is neither economical nor <i>desirable</i> .
21. device	This new machine has an additional safety <i>device</i> .
22. effort	The extra <i>effort</i> paid off.
23. principal	Our <i>principal</i> business is printing sales catalogs.
24. privilege	It is a <i>privilege</i> to serve you fine food at reasonable prices.
25. referred	His problem was <i>referred</i> to an expert.
26. stationery	Be sure to visit our recently expanded <i>stationery</i> department.
27. supersede	The new labor contract will <i>supersede</i> the one signed in 2003.
28. twelfth	This is the <i>twelfth</i> modem that has been installed today.
29. ventilation	A heat pump will control the <i>ventilation</i> in winter and in summer.
30. wrench	The plumber used a <i>wrench</i> to tighten a bolt on the pipe.

#### SPELLING TEST

1. aggravate	His hasty, unwise decision tended to <i>aggravate</i> the situation.
2. altogether	That statement was <i>altogether</i> confusing and misleading.
3. attendance	<i>Attendance</i> at the seminar was twice that expected.
4. auxiliary	During holidays many stores hire part-time <i>auxiliary</i> employees.
5. categories	Suggestions were made for each of the <i>categories</i> .
6. changeable	The computer market is highly <i>changeable</i> .
7. claimant	The <i>claimant</i> received a refund.
8. collateral	She pledged her house as <i>collateral</i> for the business loan.
9. compliance	All procedures were in <i>compliance</i> with the rules.
10. consistent	Their actions were <i>consistent</i> with their words.
11. council	The city official attended a <i>council</i> meeting.
12. deductible	The tax laws resulted in many expenses no longer being <i>deductible</i> .
13. desirable	Handling supplies that way is neither economical nor <i>desirable</i> .
14. principal	Our <i>principal</i> business is printing sales catalogs.
15. privilege	It is a <i>privilege</i> to serve you fine food at reasonable prices.
16. referred	His problem was <i>referred</i> to an expert.
17. stationery	Be sure to visit our recently expanded <i>stationery</i> department.
18. supersede	The new labor contract will <i>supersede</i> the one signed in 2001.
19. twelfth	This is the <i>twelfth</i> modem that has been installed today.
20. ventilation	A heat pump will control the <i>ventilation</i> in winter and in summer.

MIDDLE LEVEL ACHIEVEMENT PROGRAM (MAP) – COMPETITIVE



## FBLA-PBL Creed Worksheet

Fill in the blanks of the Creed. You may find the FBLA-PBL Creed in the National Organization section of the *Chapter Management Handbook*, page VII-3 or on the Web site at [www.fbla-pbl.org](http://www.fbla-pbl.org).

I believe \_\_\_\_\_ is the \_\_\_\_\_ of every person.

I believe the \_\_\_\_\_ depends on mutual \_\_\_\_\_ and \_\_\_\_\_ among business, industry, \_\_\_\_\_, religious, family, and educational institutions as well as \_\_\_\_\_ around the world. I \_\_\_\_\_ to do my utmost to bring about \_\_\_\_\_ and \_\_\_\_\_ among all of these groups.

I believe every \_\_\_\_\_ should prepare for a useful \_\_\_\_\_ and carry on that \_\_\_\_\_ in a manner that brings the greatest \_\_\_\_\_ to the greatest number.

I believe every \_\_\_\_\_ should actively \_\_\_\_\_ toward improving \_\_\_\_\_, \_\_\_\_\_, community, and \_\_\_\_\_ life.

I believe every \_\_\_\_\_ has the right to \_\_\_\_\_ a living at a useful \_\_\_\_\_.

I believe every \_\_\_\_\_ should take responsibility for carrying out assigned \_\_\_\_\_ in a manner that brings credit to self, associates, school, and community.

I believe I have the \_\_\_\_\_ to work efficiently and to \_\_\_\_\_ clearly. I \_\_\_\_\_ to use my \_\_\_\_\_ to make the world a better place for everyone.



## MIDDLE LEVEL ACHIEVEMENT PROGRAM (MAP) – COMPETITIVE



### Business Plan Project Instructions Enterprise Level

*Through this activity, FBLA-Middle Level members will team up with a partner or they may complete this as an individual project. Members will learn to identify a market and reach that market through different promotional activities. Each team has received the funding necessary to start a new business. All activities need to be turned in to the FBLA-Middle Level adviser in a report format once everything has been completed.*

#### **Report** (all reports must be bound)

Include the following sections in developing the report for the Business Plan. The report must be word processed and the body of the report must be at least three pages in length. Pages may be single or double spaced.

**Business Overview.** This introduction to the student's report should describe the business concept and explain the rationale behind the slogan and logos of the business. It should also discuss how students plan to create interest in their business.

**Company Description.** This also should include the business mission statement. It should also include a vision for the business and the strategies that the student is going to use to achieve this. Goals or objectives of the business should be listed in this section of the report.

**Industry Analysis.** Students are to prepare a description of the relevant industry for their business. Make sure size, growth rates, nature of competition, history, and trends and opportunities within the industry are included in the plan.

**Marketing Plan.** Students need to identify their target market in this section of the report. They should determine the needs of consumers and the components of marketing for their business (product, place, price, promotion, and people); design their business so that it will meet the customer's needs; and identify the different promotional efforts in this section including the different types of advertising that will be used (i.e., slogans, logos, billboards, brochures, print ads, and commercials).

**Human Resources.** Students should identify key employees needed for the business and indicate how the employees will be recruited.

**Summary.** Where do you see the business in three, five, and ten years? Include an evaluation of the business's potential for success or failure and identify priorities for directing future business activities. Students should reflect on any long-term business goals and any risks that they may face within the industry they have chosen.

#### **Appendices**

Include the following documents in the appendix.

**Business Name/Goals.** FBLA-Middle Level members must come up with a name for their new business. They need to develop a vision for this business, develop strategies for reaching this vision, and establish goals or objectives for the business. This information will be used in the final phase of the project, when students prepare a written report with the appendices below.

**Logo.** FBLA-Middle Level members must design a logo and a slogan for their business to be used on correspondence, letterhead, and promotional pieces. This logo will represent the image of the business in the industry.

**Business Cards.** Students are to design business cards for themselves that include their name, title, business address, phone number, and e-mail address.

**Letterhead.** FBLA-Middle Level members are to create letterhead that will be used for all correspondence. The letterhead must include the name of the company, student's name and title, company address, company phone number, and company e-mail address.

**Brochure.** Students are to create a brochure advertising their business. This brochure must include the business logo and a list of the business merchandise or services offered. Include appropriate clip art and pictures.

**Grand Opening Flyer.** Students are to create a flyer for the grand opening of their business. The flyer should be carefully designed, look professional, and provide a brief description of the products or services that the company provides.

**Door Sign with Hours.** Students are to create a sign designating the hours the company is open for business. Include the company logo.

**Welcome Letter.** Students are to prepare a welcome letter in proper business format that could be mailed to prospective customers. This letter should be on the business letterhead and should include a description of the business and an invitation for them to attend the grand opening. Students should include a coupon at the bottom of the page that customers can use on their first visit. The letter should be addressed to "Dear Prospective Customer:" and include the business location, hours, and any other relevant information.

#### **Report Guidelines**

1. Include a cover page on card stock paper with graphics, student's name, class, and name of business.
2. Page number the report.
3. Include a Table of Contents.
4. The following appendices should follow the report:
  - a. Appendix A—Logo and Business Slogan
  - b. Appendix B—Business Card
  - c. Appendix C—Letterhead
  - d. Appendix D—Brochure
  - e. Appendix E—Grand Opening Flyer
  - f. Appendix F—Door Sign with Hours
  - g. Appendix G—Welcome Letter

## MIDDLE LEVEL ACHIEVEMENT PROGRAM (MAP) – COMPETITIVE

**Business Math Test and Answer Key****Enterprise Level**

(Calculators may be used.)

Divide and write the remainders as fractions, reduce to lowest terms.

- \_\_\_\_ 1.  $\frac{9}{10} \div \frac{3}{4}$   
 \_\_\_\_ 2.  $\frac{2}{3} \div \frac{1}{4}$   
 \_\_\_\_ 3.  $36\frac{2}{3} \div 9$  (Fraction formats should match.)

Multiply.

- \_\_\_\_ 4.  $12\frac{7}{8} \times 6\frac{3}{4}$   
 \_\_\_\_ 5.  $33 \times 7\frac{1}{3}$   
 \_\_\_\_ 6. 18 radios @ \$37.50 each  
 \_\_\_\_ 7.  $62 \times 28 \times 74$

Change the percentages to fractions, reduce to lowest terms.

- \_\_\_\_ 8. 37.5 percent  
 \_\_\_\_ 9.  $16\frac{2}{3}$  percent

Change the fractions to decimals.

- \_\_\_\_ 10.  $\frac{5}{7}$   
 \_\_\_\_ 11.  $\frac{2}{3}$   
 \_\_\_\_ 12.  $\frac{15}{16}$

Change the following to percentages.

- \_\_\_\_ 13.  $\frac{3}{5}$   
 \_\_\_\_ 14. 0.2187  
 \_\_\_\_ 15. 20.6  
 \_\_\_\_ 16. Ginger earned \$29.54 on Monday, \$72.85 on Tuesday, and \$54.15 on Wednesday, took Thursday off, and earned \$72.96 on Friday. Find the total earnings for the week.  
 \_\_\_\_ 17. A fast-food franchise with a monthly advertising budget of \$3,200 decides to set up a media budget. They plan to spend 20 percent for television, 30 percent for newspapers, 15 percent for outdoor signs, 30 percent for radio, and the remainder for bumper stickers. What percent of the total budget do they plan to spend on bumper stickers?  
 \_\_\_\_ 18. Ms. Morris spent \$134 on supplies and \$150.62 on visual aids for her accounting class. She then found that 25 percent of her budget remained. What amount remained?  
 \_\_\_\_ 19. A college with 12,000 students has 4,800 students who are majoring in business. What is the ratio of the business students to the total?  
 \_\_\_\_ 20. Five crates of parts are to be shipped by Federal Express. The crates weigh 56.7 kilograms, 46.3 kilograms, 74.8 kilograms, 68.5 kilograms, and 60.8 kilograms, respectively. What is the total weight of the crates to be shipped?

16. \$229.50	17. \$160 or 5 percent	18. \$94.87	19. 2.5	20. 307.1 kg
11. 2.75	12. .9375	13. 60 percent	14. 21.87 percent	15. 2060 percent
6. \$675	7. 128,464	8. $\frac{2}{3}$	9. $\frac{1}{6}$	10. 7143
1. $1\frac{1}{3}$	2. $1\frac{2}{3}$	3. $4\frac{2}{3}$	4. $86\frac{2}{3}$	5. 242

Business Math Test Answer Key





MIDDLE LEVEL ACHIEVEMENT PROGRAM (MAP) – COMPETITIVE



**FBLA-Middle Level Project Planning Form**  
Enterprise Level and Chapter Excellence Award

Name of Project: \_\_\_\_\_

Proposed Date and Time: \_\_\_\_\_

Why are we doing this project? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who will benefit from this project? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names of people assisting: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Funding Required: \$\_\_\_\_\_ Received approval: ☐ Yes ☐ No

Description of the project (what will be accomplished, what impact will it have, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of publicity planned: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## MIDDLE LEVEL ACHIEVEMENT PROGRAM (MAP) – CHAPTER



### Outstanding Chapter Award of Merit Chapter Excellence Award Program

#### OUTSTANDING CHAPTER AWARD OF MERIT

##### Program Overview

*The Outstanding Chapter Award of Merit recognizes outstanding local chapters that have actively participated in projects and programs identified with the goals of FBLA-PBL, Inc.*

##### Eligibility

Active local FBLA-Middle Level chapters must be nominated by the state chairman/adviser and be on record as having paid national dues by March 1 of the current school year.

##### Regulations

1. The state chairman or designee must complete the Outstanding Chapter Award of Merit FBLA-Middle Level entry form and certify that the chapters listed have met their state's criteria.
2. Each state may select two (2) chapters or up to 15 percent of the total active chapters (based on March 1 membership numbers), whichever is greater. (If the percentage results in a fractional number, it is rounded up to the next highest number.)
3. Prior to the nomination, each local chapter must submit a copy of the Local Chapter Activities Report to the state chairman/adviser.
4. If no state chapter exists, nominations may be made directly to the national center.

##### Procedure

The suggested criteria for the FBLA-Middle Level Outstanding Chapter Award of Merit should serve as a guide for the state chapter in the evaluation process. Criteria may include:

- Paid state and national dues by October 20.
- Conducted activities identified with the FBLA-PBL goals.
- Participated in the Middle Level Achievement Program (MAP).
- Participated in school and community service activities.

- Promoted FBLA-Middle Level to the school and community.
- Invited business and professional men and women to become involved in chapter activities.
- Conducted a public relations program in the school and community and documented the activities with newspaper clippings.

##### National Recognition

Chapters receiving this award will receive certificates of achievement.

#### CHAPTER EXCELLENCE AWARD

This chapter membership recognition program recognizes a FBLA-Middle Level chapter's participation in a variety of projects and activities from the areas of service, education, and leadership. This program encourages local chapters to plan projects and participate in activities in these areas to enrich the experiences of chapter members, which in turn help to increase local chapter membership. Chapters that go above and beyond in their FBLA-Middle Level participation are awarded with national recognition.

All FBLA-Middle Level chapters are eligible to compete for the Chapter Excellence Award each year: 10 activities must be completed. Chapters completing the necessary requirements receive:

- Certificate of Recognition.
- Inclusion on the Outstanding Chapter Honor Roll, which appears in national publications and on the national Web site.

Simply copy and fill out the cover sheet, attach the entry form and any supporting documentation, and submit the package by April 1. Accompanying forms may be found immediately following this section.

All entries become the property of FBLA-PBL, Inc. and will not be returned. FBLA-PBL, Inc. reserves the right to use submitted materials for its national publications.

**Due Date:** Must be postmarked by April 1.

**Mail to:** FBLA-Middle Level Achievement Program—Chapter, 1912 Association Drive, Reston, VA 20191-1591.

## MIDDLE LEVEL ACHIEVEMENT PROGRAM (MAP) – CHAPTER



### CHAPTER EXCELLENCE AWARD Entry Form

Note: Attach the cover sheet, entry form, and all documentation, postmarked by April 1. Chapters must complete ten (10) activities from the three (3) sections. The Chapter Excellence Award is presented at the local level with a certificate.

School/Community Service Complete three (3) activities.	Education Complete three (3) activities. The first two (2) are required.	Leadership Complete four (4) activities.
<input type="checkbox"/> 1. Plan a service project for your school or community (i.e., computer classes for children or senior citizens, babysitting services for Parent/Teacher Conferences, typing services for faculty, bowl-a-thon to raise money for a charity, read stories to kindergarten students). <i>(Attach the completed Project Planning Form on page V-32.)</i>	<input type="checkbox"/> 1. <b>Required.</b> Submit at least one member's name who has completed the Business Level or higher of the Individual Membership Recognition Program. Member Name: _____ Program Level: _____ Date Submitted: _____	<input type="checkbox"/> 1. <b>Required.</b> Complete the Leadership/Chapter Checklist. <i>(Attach completed form on page V-38.)</i>
<input type="checkbox"/> 2. Donate at least one (1) of your member's services to a local business or a faculty member. <i>(Have a member attach a 100-word summary describing what he/she learned from this experience.)</i>	<input type="checkbox"/> 2. <b>Required.</b> Have one of your officers prepare minutes from a local chapter meeting. <i>(Attach completed minutes worksheet on page V-37.)</i>	<input type="checkbox"/> 2a. <b>Required.</b> Increase or maintain your chapter membership. <i>(Attach membership roster.)</i>  2012-13 membership _____ 2013-14 membership _____ OR <input type="checkbox"/> 2b. <b>Required.</b> Sign up all students in a business class. <i>(Attach 100 percent Class Participation form on page V-41 and a copy of the class roster.)</i>
<input type="checkbox"/> 3. Write a press release about the March of Dimes or about FBLA-Middle Level to promote your chapter during FBLA-PBL Week. <i>(Attach a copy of this press release—see the Public Relations section of the CMH for ideas on how to write press releases.)</i>	<input type="checkbox"/> 3. Prepare a local chapter Treasurer's Report for one of your chapter meetings.	<input type="checkbox"/> 3. <b>Required.</b> Conduct the M&M® icebreaker at one of your chapter meetings. See page V-39 for the activity. <i>(Have one of the members attach a 50-word summary describing this activity and the effect that it had on the local chapter meeting.)</i>
<input type="checkbox"/> 4. Volunteer your chapter's services to benefit someone with special needs in the community (i.e., volunteer at a homeless shelter, rake or mow yards for the elderly in the community, volunteer to help the Salvation Army, participate in a community Walk America for the March of Dimes, participate in Join Hands Day). <i>(Attach a 100-word description of this activity.)</i>	<input type="checkbox"/> 4. Sponsor a Dress for Success Day where members dress in professional business attire. <i>(Attach a news release describing this project.)</i> See the Public Relations section of the <i>Chapter Management Handbook</i> for samples of a news release.	<input type="checkbox"/> 4. <b>Required.</b> Invite your school principal to attend a local chapter meeting or a local event. <i>(Attach letter.)</i>

Student's Signature \_\_\_\_\_

Lead Adviser's Signature \_\_\_\_\_

Date \_\_\_\_\_



## Leadership/Chapter Checklist

### Chapter Excellence Award

Okay	Needs Improvement	Items
		1. Do we hold regular chapter meetings?
		2. Do we have a written agenda for our meetings?
		3. Are minutes recorded and read at our chapter meetings?
		4. Do we publicize our meetings?
		5. Do we make assignments at our meetings?
		6. Do we follow through with our assignments?
		7. Do all participants at our meetings have equal opportunity?
		8. Do we encourage new members of our chapter to participate?
		9. Do we teach and demonstrate leadership principles?
		10. Do we conduct progress reviews to check our accomplishments?
		11. Do we recognize and compliment others for their efforts?
		12. Do we set worthwhile goals?
		13. Do we communicate our goals and our accomplishments?
		14. Do we plan our activities?
		15. Do our officers and our members understand our mission?

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Adviser's Signature

\_\_\_\_\_  
Date



MIDDLE LEVEL ACHIEVEMENT PROGRAM (MAP) – CHAPTER



**The M&M® Guide to Meeting New People**  
**Chapter Excellence Award**

**Instructions:** Everyone in the meeting gets three note cards and a small bag of M&Ms. Ask FBLA-Middle Level chapter members to pick three M&Ms—each a different color. On the index cards students:

- Write their name.
- Write their e-mail address (if applicable).
- Write the years that they have been in FBLA-Middle Level.
- Write the answer to the questions that match the color of M&Ms that they chose.

FBLA-Middle Level chapter members then go around the room and introduce themselves to three different people and tell them their name, their e-mail address, and the years they have been in FBLA-Middle Level. Switch all three cards with three different people—when students are done they will have names, e-mail addresses, and information about three new friends.

**Orange** – What is your favorite color?

**Red** – What is your favorite food?

**Blue** – Why are you interested in FBLA-Middle Level?

**Yellow** – What is your favorite television show?

**Green** – What is your favorite activity?

**Brown** – Who is your favorite music artist?

## ML Other Documents & Forms



## RLC Local Adviser Procedures and Responsibilities

It is required of each local adviser attending the RLC to read and sign a copy of this form. This form must be **submitted to the Regional Host by the third Friday in January** for all advisers in attendance.

1. Local advisers and other chapter chaperones are expected to assist in the administration of competitive events, workshops, etc. onsite at RLC. This ensures that seamless management of competitive events; as well as the safety of all delegates at RLC. **This role is extremely important!**
2. Chapters will be disqualified for not adhering to the 15:1 chaperone policy ratio.
3. Local advisers are responsible for knowing the whereabouts of all their students at all times. Each local adviser should establish a policy with his/her students prior to the conference in order to meet this regulation.
4. Local advisers must have with them at the conference a list of their students, as well as home telephone numbers and parent's or guardian's names.
5. Use of tobacco, consumption of alcohol, or illegal possession of controlled substances will not be allowed at any conference activities.
6. Nametags will be worn at all times.
7. Local advisers are responsible for supervision of their delegates' conduct and shall be available to their students at all times.
8. The local principal and/or designated administrator will be contacted in emergency situations if the local adviser cannot be located within a reasonable amount of time or is unable to give proper amount of supervision. Student emergencies include: accidents, possession of drugs or alcohol, breaking conference rules, family emergencies and any other situation designated as an emergency.

I have read and fully understand the FBLA Regional Leadership Conference LOCAL ADVISER PROCEDURES AND RESPONSIBILITIES and agree to comply with these guidelines.

Adviser's Signature	Principal's Signature
Adviser's Printed Name	Principal's Printed Name
Chapter Name	

In case of emergency, the following local administrators should be contacted:	
<b>1<sup>st</sup> Contact</b>	<b>2<sup>nd</sup> Contact</b>
Name	Name
Title	Title
School Phone (Area/No.) (     )     -	School Phone (Area/No.) (     )     -
Home Phone (Area/No.) (     )     -	Home Phone (Area/No.) (     )     -

**NOTE: A COPY OF THIS FORM MUST BE SUBMITTED FOR EACH ADVISER ATTENDING THE SLC. ORIGINAL FORMS MUST BE SUBMITTED TO THE REGIONAL HOST SCHOOL BY THE THIRD FRIDAY IN JANUARY.**

## **SLC Student DELEGATE Conduct Practices and Procedures**

It is required of EACH student attending the SLC to read and sign a copy of this form. It is recommended that each local adviser review this form with the entire chapter so that there is no misunderstanding of the rules, regulations and responsibilities of the conference participants. **The local adviser must collect this form for each student attending and return by the first Wednesday in March to the State Office.**

1. The term “delegate” shall mean any FBLA member attending the conference.
2. There shall be no defacing of public property. Any damages to property or furnishings in the hotel rooms or buildings or in the conference center must be paid by the individual or chapter responsible. Local chapters will be billed directly by the hotel or conference center for any damages.
3. Delegates shall keep their advisers informed of their activities and whereabouts AT ALL TIMES. (Each local adviser should establish a policy with his/her students prior to the conference in order to meet this regulation).
4. Delegates should be prompt and prepared for all activities.
5. Delegates should be financially prepared for all possibilities.
6. Delegates shall stay in designated housing, not with friends or relatives. Chapters registered as day guests are exempt from this regulation.
7. Hotel room doors must be kept open wide at all times when members of the opposite sex are visiting.
8. No alcoholic beverages or controlled substances, narcotics, etc., in any form shall be possessed or consumed by delegates at any time, under any circumstances.
9. No use of tobacco will be permitted at the general sessions, banquet, competitive events, tours, special interest sectionals or in public facilities.
10. Delegates shall not use their own cars or ride in cars belonging to others unless accompanied by an adult adviser.
11. Delegates are REQUIRED to attend delegate assemblies and business meetings; however, voting delegates are REQUIRED to attend delegate assemblies, voting sessions and business meetings.
12. Nametags shall be worn at all conference events.
13. Delegates agree to conduct themselves in a professional and ethical manner at all times and follow the directives of official conference staff, other adult supervisors and hotel staff.
14. Delegates violating or ignoring any of the conduct rules may be sent home immediately at their own expense. Parents, school officials and the State Office will be notified.
15. Delegates violating or ignoring any of the conduct rules will subject their entire delegation to being unseated and their candidates or competitive event participants from being disqualified.
16. All delegates must honor conference curfew. Curfew is 12:00 Midnight. Curfew is defined as “all delegates in assigned room - lights out.”
17. The student delegate will also be responsible for following all local school rules of conduct.
18. The dress code approved by the national and/or state office will be adhered to at all times during the State Leadership Conference.

I have read and fully understand all 18 points of the FBLA State Leadership Conference STUDENT DELEGATE CONDUCT PRACTICES AND PROCEDURES form and agree to comply with these guidelines. I understand the necessity of these rules for the success of the conference. Furthermore, I am aware of the consequences that will result from violation of any of the regulations.

## Wisconsin FBLA-ML Competitive Event Guidelines

Student Name (Please Print)	Birthdate
Address (Street, City, State, Zip)	Home Phone Number (Area/No.) (      )      -
Delegate's Signature	Adviser's Signature
Principal's Signature	Adviser's Printed Name Chapter Name
Principal's Printed Name School Phone Number (Area/No.) (      )      -	Grade Level

To the Parent/Guardian:

I have read and agree to abide by the FBLA State Leadership Conference Student Delegate Conduct Practices and Procedures. I also agree that the school officials, the chapter advisers and the State Office staff have the right to send my son or daughter home from the activity at my expense if he/she has violated the Code of Conduct and/or his or her conduct has become a detriment.

I also authorize the adviser to secure the services of a physician or hospital and to incur the expenses for necessary services in the event of accident or illness and I will provide for the payment of these costs.

Insurance Company Name	Policy Number
Parent or Guardian's Signature	
Parent's Printed Name Address (Street, City, State, Zip)	
Daytime Phone Number (Area/No.) (Evening) (      )      -	Evening Phone Number (Area/No.) (      )      -

Note: Advisers must submit copy of this form for each student delegate attending the SLC. Forms must be received via mail by the first Wednesday in March at the State Office.

## Local Adviser Procedures and Responsibilities

It is required of each local adviser attending the SLC to read and sign a copy of this form. This form must be **submitted to the State Office by the first Wednesday in March** for all advisers in attendance.

1. Local advisers and other chapter chaperones are expected to assist in the administration of competitive events, tours, workshops, etc. onsite at SLC. This ensures that seamless management of competitive events; as well as the safety of all delegates at SLC. **This role is extremely important!**
2. Local advisers are responsible for making sure each student attending the SLC reads, discusses, signs and returns the STUDENT DELEGATE CONDUCT PRACTICES AND PROCEDURES form. It is recommended that each local adviser review this form with the entire chapter so that there is no misunderstanding of the rules, regulations and responsibilities of the conference participants.
3. Local advisers are responsible for knowing the whereabouts of all their students at all times. Each local adviser should establish a policy with his/her students prior to the conference in order to meet this regulation.
4. Local advisers must have with them at the conference a list of their students, as well as home telephone numbers and parent's or guardian's names.
5. Curfew will be enforced. "Curfew is defined as "all delegates in assigned room - lights out". Local advisers are responsible for room checks to ensure their students are in their assigned rooms.
6. Use of tobacco, consumption of alcohol, or illegal possession of controlled substances will not be allowed at any conference activities.
7. Nametags will be worn at all times.
8. Local advisers are responsible for supervision of their delegates' conduct and shall be available to their students at all times.
9. The local principal and/or designated administrator will be contacted in emergency situations if the local adviser cannot be located within a reasonable amount of time or is unable to give proper amount of supervision. Student emergencies include: accidents, possession of drugs or alcohol, breaking conference rules, family emergencies and any other situation designated as an emergency.

I have read and fully understand the FBLA State Leadership Conference LOCAL ADVISER PROCEDURES AND RESPONSIBILITIES and agree to comply with these guidelines.

Adviser's Signature	Principal's Signature
Adviser's Printed Name	Principal's Printed Name
Chapter Name	

In case of emergency, the following local administrators should be contacted:	
<b>1<sup>st</sup> Contact</b>	<b>2<sup>nd</sup> Contact</b>
Name	Name
Title	Title
School Phone (Area/No.) (     )     -	School Phone (Area/No.) (     )     -
Home Phone (Area/No.) (     )     -	Home Phone (Area/No.) (     )     -

Note: A copy of this form must be submitted for each adviser attending the SLC. Due to required signatures, this form cannot be submitted electronically. Original forms must be **submitted to the State Office by the first Wednesday in March**.

## Substitution Form

Should a student become unable to attend a leadership conference, a substitution may be made with the approval of the RLC host or the FBLA State Office. Substitutions will only be made according to the event guidelines and after the submission of a Substitution Request Form. See the yearly calendar for substitution deadlines. This form is below and can also be found online at [www.dpi.wi.gov/fbla/rlc.html](http://www.dpi.wi.gov/fbla/rlc.html) or [www.dpi.wi.gov/fbla/slc.html](http://www.dpi.wi.gov/fbla/slc.html):



### Substitution/Cancellation Request Form

20 \_\_\_\_\_ RLC/SLC/NLC

**INSTRUCTIONS:** Complete this form for each individual. This form must be received by the substitution/cancellation deadline

Email or fax form to:

RLC host school (for RLC)

**OR**

State Office (for SLC/NLC)

Chapter Name	Adviser's Name
Event	<input type="checkbox"/> Substitution <input type="checkbox"/> Cancellation  <input type="checkbox"/> Other
Name of Original Competitor	Name of Replacement Competitor
Reasons for replacement (be as specific as possible)	

### SIGNATURE

Adviser's Signature (typed name will serve as signature on emailed form)	Date Signed
➤	

### TO BE COMPLETED BY STAFF ONLY

<input type="checkbox"/> Approved	Name of Reviewer	Date Reviewed
<input type="checkbox"/> Not Approved		
Comments		Entered into computer system <input type="checkbox"/>

### Deadlines:

RLC -- Seven calendar days after registration closes

SLC -- First Wednesday of March

NLC -- As requested

Refer to current calendar for dates

## Disqualification Form

In the event that an adviser, judge or liaison deems it appropriate that a student be disqualified, a "Disqualification Form" will need to be submitted along with the students testing/performance materials returned to headquarters. Enough reasoning should be included to remove misunderstandings for the student and their adviser upon receiving this form. A minimum of two advisers, judges, etc. must concur for the need of the disqualification and both names must appear on the completed form. State staff will make the final determination of a qualification based on the information presented. All decisions are final.

**Please note: All students will be allowed to participate fully in their event.**



### Wisconsin FBLA State Leadership Conference Disqualification Recommendation Form

**Students MUST be allowed to participate**  
ie. Take test or perform

Please complete this form for each individual event or team. This form **MUST** be returned to headquarters for further consideration and will be returned to the chapter adviser.

Chapter Name	Student Name
Event	Date
Reasoning (be as specific as possible)	

---

#### SIGNATURE *(requires two signatures)*

Submitted by (sign and print name)	School/Position
Submitted by (sign and print name)	School/Position

---

#### TO BE COMPLETED BY STAFF ONLY

<input type="checkbox"/> Approved	Name of Reviewer	Date Reviewed
<input type="checkbox"/> Not Approved		
Comments		

---

## **FBLA Standards of Mailability**

### **Use for the following competitive events:**

- Computer Applications
- Word Processing I
- Word Processing II

**Materials submitted in these events are graded against the standard of zero errors and business-like format.**

The Format Guide must be followed for proper formatting of any type of word processing documents.

*In grading these materials, the following errors will make the copy mailable with slight corrections:*  
(Penalty of 2 points per error)

- Omission of a nonessential part of a document  
(Examples: reference initials, enclosure notation, etc.)
- Minor errors in vertical placement
- Minor errors in horizontal placement
- Minor spacing errors
- Inserted or omitted words that do not change the meaning of the sentence
- Transposed words that do not change the meaning of the sentence

*The following errors will make the copy mailable with serious corrections:*  
(Penalty of 5 points per error)

- Failure to follow specific directions
- Keying or spelling errors
- Inserted or omitted words that change the meaning of the sentence
- Omission of essential parts of a document  
(Examples: date, inside address, etc.)

## **FORMAT GUIDE**

This is available for download via the National FBLA-PBL Web site at [www.fbla-pbl.org](http://www.fbla-pbl.org).

**Program of Work**

**&**

**End-of-the-Year Reports**





# Future Business Leaders of America PROGRAM OF WORK

(τ Rev. 06/12)

INSTRUCTIONS: Submit one copy to be received by DECEMBER 1 to:

WISCONSIN FBLA STATE OFFICE

ATTN: David Thomas

125 SOUTH WEBSTER

MADISON, WI 53703

FBLA@dpi.wi.gov

## GENERAL INFORMATION

School/Chapter Name	Region	For School Year
---------------------	--------	-----------------

School Address <i>Street, City, Zip</i>
---

Adviser's Names	Occupational Preparation Program Teachers
-----------------	---

Name of Chapter President	Signature of Chapter President	Date Signed <i>Mo./Day/Yr.</i>
---------------------------	--------------------------------	--------------------------------

## FBLA GOALS

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. <b>Develop</b> competent, aggressive business leadership.</li> <li>2. <b>Strengthen</b> the confidence of students in themselves and their work.</li> <li>3. <b>Create</b> more interest in and understanding of the American business enterprise.</li> <li>4. <b>Encourage</b> members in the development of individual projects that contribute to the improvement of home, business, and community.</li> </ol> | <ol style="list-style-type: none"> <li>5. <b>Develop</b> character, prepare for useful citizenship, and foster patriotism.</li> <li>6. <b>Encourage and practice</b> efficient money management.</li> <li>7. <b>Encourage</b> scholarship and promote school loyalty.</li> <li>8. <b>Assist</b> students in the establishment of occupational goals.</li> <li>9. <b>Facilitate</b> the transition from school to work.</li> </ol> |
|---|---|

## EXAMPLE

Month	Local Goals	Activities	Goals	End-of-year Evaluation (1-5)	Comments
April	Show appreciation to businesspersons in the community.	Banquet for employers and community members who assist with FBLA and business education program during the year.	6, 8, 9	5	Community more aware of FBLA and willing to offer support. Estimated cost \$400.

This form is available in Microsoft Word format and may be requested via e-mail from [FBLA@dpi.wi.gov](mailto:FBLA@dpi.wi.gov). This form can be submitted electronically to the state office.

[illegible]

G:\CTE\FBLA\Competitive Events Guidelines\2014\13-14\_ML\_Guidelines final.docx

Wisconsin FBLA-ML Competitive Event Guidelines

GOALS AND ACTIVITIES					
Month	Local Goals	Activities	Goals	End-of-year Evaluation (1-5)	Comments

Wisconsin FBLA-ML Competitive Event Guidelines

GOALS AND ACTIVITIES					
Month	Local Goals	Activities	Goals	End-of-year Evaluation (1-5)	Comments



**End-of-Year Report  
Career and Technical Student Organization**  
(τ Rev. 06/12)

**INSTRUCTIONS:** Complete and return no later than **May 1** to:

**WISCONSIN FBLA STATE OFFICE**  
**ATTN: David Thomas**  
**125 S. WEBSTER ST.**  
**MADISON, WI 53703**

School/Chapter Name

For School Year:

**I. STRUCTURE OF REPORT**

The End-of-Year Report consists of two parts:

1. Corrected and Rated Chapter Program of Work.
2. Completed Statistical Report *which includes two sections:*
  - a. Required Section.
  - b. Optional Section.

**II. PROGRAM OF WORK**

Each chapter should have a copy of the Program of Work submitted last fall to the state office. It is suggested that the old and newly elected executive board members use the chapter copy as a guide in setting goals and developing a program of work for the next school year.

1. Adviser(s) and chapter members add chapter objectives and activities that do not appear on original Program of Work.
2. Adviser(s) and members rate each activity attempted on a scale of 1 - 4 (*1 = poor and 4 = superior*).
3. Underline the most worthwhile activity or activities of the year.
4. Return the previously submitted Chapter Program of Work with the Statistical Report. These two items become the End-of-Year Report.

**III. STATISTICAL REPORT**

*Note: Enter information under the Male and Female columns and then press F9 on the keyboard to calculate the total columns.*

Class	Membership									
	Beginning of Year			End of Year						
	Male	Female	Total	Male	Female	Total				
1. Grade 5			0			0	6. Number of FBLA members in work-based learning program.			0
2. Grade 6			0			0	7. Number of students in state certified Business Coop program.			0
3. Grade 7			0			0	8. Number of teachers in Business Education Department.			0
4. Grade 8/9			0			0	9. Number of teachers who share the responsibility of advising the FBLA Chapter.			0
5. Grand Total	0	0	0			0	10. Cost of Local due per member			0

**IV. CERTIFICATION**

**I HEREBY CERTIFY** that the above information is true and correct to the best of my knowledge.

Signature of Chapter Adviser

Date *Mo./Day/Yr.*

➤

Signature of Chapter President

Date *Mo./Day/Yr.*

➤

## V. CHAPTER ACTIVITY EVALUATION

**Directions:** In evaluating your chapter activities, use the pull down menu and select the appropriate number when applicable.  
4 = Superior; 3 = Above Average; 2 = Average; 1 = Needs Improvement. When appropriate check either yes or no.

### I. ATTENDANCE AT LEADERSHIP TRAINING CONFERENCE

	Yes	No	<i>If Applicable Select Rating</i>
A. Was your chapter represented at:			
1. Officer Training Workshop	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
2. National Leadership Conference	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
3. Fall Executive Board Meeting	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
4. Fall Leadership Lab	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
5. National Fall Leadership Conference	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
6. Regional Leadership Conference	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
7. Spring Executive Board Meeting	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
8. State Leadership Conference	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
9. Other: <i>Specify</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior

### II. PROGRAM OF WORK

A. Was your program of work planned early in the year, communicated to members and effectively carried out?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
B. Were your chapter activities based on the goals and purposes of FBLA?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
C. Did your program of work include activities in the five areas essential for a balanced program (e.g., business knowledge and skills, leadership and promotion, school and community service, financial, and social)?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
D. Were your FBLA activities a part of every Business Education class?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
E. Did your chapter participate in:			
1. The State Service Project - Project HELP?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
2. The National Project: Free Enterprise--Getting Involved	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
F. Did your chapter plan special activities for FBLA/Career and Technical Education Week?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior

### III. CHAPTER PROMOTION

A. Was your chapter involved in establishing or reactivating another FBLA chapter during the year?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
B. Did your chapter have a planned program for promoting FBLA in the school and in the community?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
C. Did your chapter plan activities especially designed to stimulate parent awareness through parent involvement?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
D. Did your chapter have activities that involved interaction with local business and professional groups?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
E. Did your chapter have activities that were jointly planned with other CTSOs?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
F. Did your chapter make use of the following to promote FBLA?			
1. Newspaper articles	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
2. Displays, bulletin boards, etc.	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
3. Assembly programs	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
4. Brochures	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
5. Multimedia presentations	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
6. Radio and TV spots	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
7. Billboards	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
8. Other: <i>Specify</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
G. Did your FBLA chapter submit articles to the:			
1. <i>Wisconsin FBLA e-Bulletin</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
2. <i>Tomorrow's Business Leader</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
H. Did your chapter increase its membership?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior

## V. CHAPTER ACTIVITY EVALUATION (cont.)

### IV. COOPERATION AND UNDERSTANDING

	Yes	No	<i>If Applicable</i> Select Rating
A. Were your chapter members interested, active, cooperative, and informed?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
B. Did each member appear and assist with a chapter activity during the year?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
C. Were efforts made to find and utilize the abilities of all chapter members?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
D. Did all business teachers serve as co-advisers and assist with FBLA activities?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
E. Did chapter members clearly understand FBLA goals, objectives, and values?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
F. Did chapter members recognize the opportunity for personal growth through FBLA?	<input type="checkbox"/>	<input type="checkbox"/>	

### V. PROGRAM MANAGEMENT

A. Were your chapter meetings orderly and well planned?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
B. Were your reports kept on file?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
C. Were necessary reports and dues sent promptly to the state office?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
D. Did your chapter make effective use of the state and national FBLA handbooks and other releases from the state and national offices?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
E. Did the projects of your chapter help you achieve the goals you set?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
F. Did your chapter use the evaluation for making future plans?	<input type="checkbox"/>	<input type="checkbox"/>	

### VI. STATISTICAL REPORT (Optional)

- A. Number of years your chapter has been operating as a chartered chapter.
- B. When does your chapter hold its meetings?
- C. Number of scheduled meetings held by your chapter each year.

#### *For Adviser Completion*

1. Is your position as FBLA adviser a salaried position? ☐ ☐
2. Were you a member/officer of: *Check all that apply*
- FBLA: ☐ Member ☐ Officer
- PBL: ☐ Member ☐ Officer